Textbook on Parliamentary Law

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TEXTBOOK ON PARLIAMENTARY LAW

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CONGRESS IN SESSION

TEXTBOOK ON PARLIAMENTARY LAW

BY

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PREFACE

THIS is a textbook, and not merely another manual on parliamentary procedure. The book, therefore, represents a new approach to the subject. Since it provides a clear and logical text for teaching parliamentary procedure, it is adapted for use by clubs and other organizations, but it is especially intended as a school text for use in conjunction with Public Speaking and Civics.

With a view to emphasizing clearness, logic, and adaptability to class instruction, the authors have incorporated the following distinctive features.

First, the material is arranged in the order in which the student can most easily progress from one subject to another. In a reference book, motions and other rules should be discussed in the order of the parliamentary classification of them; in a text such as this, the purpose of which is to teach the principles of the subject, the motions and rules should be arranged in the order in which the student can best understand and use them. Each lesson in this book serves as a foundation for the one that follows, thus building step by step a connected knowledge of the subject.

Secondly, in each lesson a paragraph is devoted to explanation and emphasis of the reasons underlying the specific rules of procedure applying to the motion treated in that lesson. Parliamentary law is fundamentally a system of rules based upon logical principles.

It has been the aim of the authors so to emphasize and expound these logical principles that the study of parliamentary law will train and develop the reasoning powers of the student. The natural consequence of such training is that he will be enabled to deduce rules rather than be forced to memorize them.

Thirdly, the subject matter of each lesson is treated in a uniform manner. By reference to the black-faced type, the student can find immediately the particular facts that he is seeking. Each motion is explained under the following headings:

1. *Statement of the Question.* This division includes the correct forms of proposing, stating, and voting upon the motion.
2. *Discussion.* This division is composed of a brief but complete explanation of the purpose or use of the motion, together with its distinctive characteristics.
3. *Rules and Their Reasons.* This division deduces by logical reasoning the rules that apply to each motion as explained in the preceding paragraph.
4. *Chart.* This division shows at a glance all the rules applying to the motions that have been explained in the lesson.

Fourthly, models of letters and forms generally used by organizations are included in the Appendix. On account of the lack of attention given the problem by existing parliamentary authorities, the preparation of such forms has thus far been left largely to the ingenuity of the individual officer or member. The forms in this book have been prepared from a large and representative number of such documents collected from many sources.

Fifthly, exercises are given at the conclusion of each lesson. These exercises are designed to serve a two-fold purpose: first, to emphasize by actual practice the fundamental facts set forth in the lesson; and, secondly, to link the study of parliamentary law with the work of Oral English and the problems of Civics. The exercises link parliamentary law with Oral English by requiring that the information asked for be given in the form of speeches or discussions. They link it with Civics by presenting practical civic and economic problems for discussion and solution during the parliamentary practice.

Sixthly, this book is designed as a textbook for *teaching the principles* of parliamentary law, and is in no sense intended to be a complete manual or reference book. In place of the hundreds of important and unimportant details that it would be essential to incorporate in a complete manual, the student is given the fundamental principles and rules of the subject together with considerable training in deductive reasoning. With these principles and this training as a basis, he should be able to formulate the reasonable and correct rule covering any particular or unexpected situation. Furthermore, after having mastered the principles and reasoning of this book, the student can intelligently consult one of the exhaustive manuals for any minor rule.

It may be further noted that this book attempts to make no changes in parliamentary procedure as practiced in organizations throughout the United States and as laid down in manuals on the subject. The authors feel that the existing need is not for a theoretical treatise of parliamentary law as it should be, but for a

clear and logical presentation of the subject as it is practiced.

It is felt that these features will not only make parliamentary law an interesting and profitable study in itself, but will make it also a valuable complement to the work in Oral English and Civics.

The study of parliamentary law is closely related to the study of Oral English. In a word, it is the best psychological method of approach to a study of the subject. The most difficult problem that confronts any teacher of Public Speaking is to create in each student sufficient confidence to make him volunteer to talk before the class. The student's natural instinct is to shrink from expressing his ideas in public with the result that, when called upon to speak, his mind is concentrated upon his desire to overcome his fear rather than upon his speech. Parliamentary law provides a multitude of short and definite remarks, most of which require that a pupil rise and that he concentrate his mind upon the exact thing that he is saying. A student is willing and glad to volunteer to say, "I second the motion," or "I move to adjourn," while the same student wou d shrink from volunteering to make a "speech." As the interest in the meetings that the pupils are holding grows, he finds that after proposing a motion he must necessarily defend it with a few impromptu remarks. This he volunteers to do with increasing enthusiasm until before long he not only rises and repeats short prescribed sentences such as motions, but he enters into argument, explanation, and persuasion to uphold or oppose a motion. It never occurs to him

after having made a five-minute attack upon another pupil's motion that he is making an impromptu speech.

As the work progresses, the teacher may devote more and more time to criticize the student's "debate"; may show him how to stand when presenting his explanations; may point out to him the effectiveness of persuasion, which has "a beginning, a middle, and an end"; and may read the "remarks" of Warren Hastings, Webster, or Lincoln made in the parliamentary bodies of which these men were members.

The value of this psychological approach to Public Speaking is not mere theory, but has been demonstrated by the authors by repeated tests with high school and college classes. Throughout this book, both in the text and in the exercises, emphasis has been placed upon the value of effective speech.

Not only is parliamentary law a valuable part of the study of Oral English, but it is also of great assistance in the study of Civics. The whole aim of Civics is to awaken and develop in the student a civic consciousness. The principles upon which good citizenship is based are practically identical with the principles that dominate parliamentary procedure. The student who learns to accede to the will of the majority, to respect the rights of others, to participate in the discussions and work of his class, and to execute in good faith the decisions of the organization, even though opposed to his own views, has really learned the fundamentals of good citizenship. Many of the exercises have been designed for the purpose of impressing upon the student the close connection between his duties as a member of a parliamentary body and his duties as a citizen.

Another important phase of Civics is an understanding of the working of our governing bodies. Every governing body is a parliamentary assembly, and is subject to the same general principles of parliamentary law as any other organization; consequently, a knowledge of the rules by which an ordinary organization is governed will enable the student as a citizen and a member of the community to understand the actions taken by governmental bodies. To impress this fact upon the student, analogy has been shown in the text as far as possible between the workings or procedure of governmental bodies and those of non-governmental organizations.

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INTRODUCTION

THE American Republic is in large measure a government through public discussion. We talk of a desired movement or reform to our immediate associates, then a public meeting is called to discuss the matter, then other meetings are called by other groups, and presently we have launched a community, state, or national movement.

In all our various public meetings, whether formal or informal, whether a temporary body formed for some special purpose or a permanent deliberative assembly such as the State Legislature or the United States Congress, a knowledge of at least the elements of parliamentary law is fundamentally important. It has been said that the citizen with a worthy cause who knows parliamentary procedure can usually secure what he wants before a deliberative assembly.

Since a knowledge of parliamentary procedure is important for all active citizens, and since our schools are now being called upon, more than ever before, to lay the basis for good citizenship, it follows that the citizens-in-the-making now in our schools should study and practice at least the principal forms and rules of parliamentary law.

This volume, as the authors state in the Preface, is not simply a manual, or reference work, but a textbook. As such it enters a new field. It can be placed in the

hands of students interested in oral English or civics or literary society work, and the teacher, if she is not versed in parliamentary procedure, can study the subject along with a class. The logical development of the subject by regularly prescribed lessons, with suggestive directions and topics for class exercises, and particularly the exposition of reasons for rules of procedure as a supplement to merely memorizing such rules, are features that will commend themselves to teachers.

The authors are well qualified, both as students and as teachers of parliamentary law, to deal with this subject; and they are to be congratulated on producing a textbook that will doubtless be generally welcomed and widely used by clubs, fraternal orders, and similar organizations, and particularly by classes in the secondary schools.

EDWIN DUBOIS SHURTER

THE UNIVERSITY OF TEXAS
September 1, 1921

TEXTBOOK ON PARLIAMENTARY LAW

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Lesson I

FUNDAMENTAL PRINCIPLES OF PARLIAMENTARY LAW

Parliamentary procedure is the common system of laws for transacting business in assemblies. Without this systematic form of procedure an assembly lacks order and harmony with consequent loss of time and efficiency. Even among the few semi-civilized peoples of the world a crude form of procedure is observed when the people gather in groups. In all of the civilized nations a common form of procedure is in general use wherever people assemble. This procedure differs only in minor details in the various countries, and it serves everywhere the same purpose and is based upon the same principles.

Success in mastering parliamentary procedure depends upon the ability to comprehend its purpose and its underlying principles. The aim or purpose of parliamentary law is to enable an assembly to transact business with speed and efficiency, to protect the rights of each individual therein, and to preserve a spirit of harmony among the members. The fundamental principles requisite to the achievement of this purpose may be summarized as follows:

1. Only one subject may claim the attention of the assembly at one time. — The reason for such a principle is evident. Experience has proved that an individual cannot consider two unrelated ideas at one time; that it requires effort to concentrate on even one thought. Naturally then, an organization that is composed of a number of persons finds considerable difficulty in centering its attention upon the one subject before it. If several subjects were allowed to come before the assembly at once, such confusion would result that it would be impossible to transact business. Therefore, the presiding officer and the members must be constantly on the alert to guard against infraction of the principle of "one thing at a time."

2. Each proposition presented for consideration is entitled to full and free debate. — Before any question is put to a deciding vote, the proponents of that motion must be given a fair opportunity to present the merits of the proposition; the opponents also must be given a fair opportunity to present the faults of the measure. If a motion's right to full and free debate is violated by another motion suppressing or limiting debate, reason would indicate that the infringing motion must gain the right to interference by more than a majority vote.

Free debate may be prevented not only by the presentation by members of motions that suppress discussion, but it is sometimes unduly shortened by the desire of a chairman to accomplish business with rapidity. Neither chairman nor members should interfere with the right of a proposition to full and free debate except under unusual circumstances.

3. Every member has rights equal to those of every other member. — This principle of equality is the foundation of a democracy. Just as each citizen of the United States has rights equal to those of any other citizen, so every member of an organization has an equal right to propose motions, to enter into the discussion, to vote, or to exercise any of the rights conferred upon him by membership.

4. The will of the majority must be carried out, and the rights of the minority must be preserved. — When a proposition is presented to an assembly, a majority (that is, at least one more than half) of the members voting will either support or oppose it. Frequently a smaller group known as the minority may hold the view opposite to that of the majority. In such a case the question naturally arises as to the respective rights of the two opposing groups. This question may be answered by a further comparison between membership in an assembly and in a democracy. In becoming a member of a democracy an individual agrees, in return for his privilege of voting, to abide by any decision that a majority of the members shall make. In an assembly, likewise, the majority has the right to decide what the action of the entire assembly shall be and the right to have its decision carried out by every member of the organization. The minority, on the other hand, always has the right to be heard and sometimes the right to prevent immediate action upon the proposition before the organization.

5. The personality and desires of each member should be merged into the larger unit of the organization. — Individual members have ideas and desires that they wish the assembly to follow. If each member were to spend

his energy in attempting to carry out his own ideas and wishes and in opposing the desires of others, the resultant lack of harmony would greatly impair the ability of the assembly to transact business. The individual should not consider primarily his own wishes, but rather the aims and the best interests of the assembly as a whole. When a person acts as an individual, he may carry out his own ideas, at least in so far as he does not interfere with the rights of any one else, but when he is acting as a member of a group, he should act with that group in whatever way the majority may decide. His duty as a member is similar to that of a player in a football game. If John Smith is playing fullback, it is his duty to use all his skill and ability in executing the maneuvers of the team as a unit, rather than in performing extraordinary feats to make himself a star.

The five foregoing principles form the foundation upon which the whole structure of parliamentary procedure is built. From these fundamental principles many rules have been derived. These need not be memorized, because if the principles are thoroughly understood, the rules based upon them and easily deduced from them merely require explanation.

Exercises

1. Give a short report with original illustrations from your own experience of the principle that "only one thing should be considered at a time." In the report give particular attention to the reason why assemblies must be even more careful than individuals to observe this principle.

2. Present your ideas on the meaning and value of equality (*a*) in our town government; (*b*) in parliamentary organizations.

3. In a brief discussion compare the fundamental principle that

"every proposition presented for discussion is entitled to full and free debate," with the provision for free speech contained in Article I, Section I of the Amendments to our Federal Constitution.

4. Suppose you are attending a meeting of the Junior Class. Outline what you consider the correct conduct of the members in each of the following situations. Base your reasoning upon the fundamental principles discussed in this lesson.

a. The class is discussing a motion to hold a reception, and Jerry Smith proposes a motion to purchase tennis rackets for the team.

b. The class has decided by a vote of 96 to 42 to hold a Christmas banquet. Henry Hill and William Carrol had made plans for a hunting trip on this date. After voting against the motion to hold a banquet, Henry Hill is chosen toastmaster. What is the duty of both boys?

c. Helen Harris, who is popular and a good speaker, gives an excellent talk before the class, to which every member listens attentively. The next speaker is Ethel Miller. She is frightened and gives an uninteresting talk. There is general confusion and disorder during her speech. What fundamental principle is violated?

d. At a meeting of the girls of the class a spirited contest is waged to decide whether flowers shall be worn at the Junior-Senior reception. The vote on the question stands 65 in favor of wearing flowers and 70 opposed to wearing them. At the reception a third of the girls wear flowers. Is any fundamental principle involved?

Lesson II

THE PRESENTATION, DISPOSITION, AND CLASSIFICATION OF MOTIONS

Presentation and Disposition of Motions

Progress of a Motion. — In order that all business of an assembly may be clearly presented, discussed, and disposed of, it has become customary to conduct business by means of motions. A *motion* is the form of procedure required by parliamentary law for the transaction of business in an assembly. The presentation and disposition of a motion require eight separate steps, which may be summarized as follows:

1. A member rises and addresses the presiding officer.
2. The member is recognized by the presiding officer.
3. The member proposes a motion.
4. Another member seconds the motion.
5. The presiding officer states the motion to the assembly.
6. The assembly discusses or debates the motion.
7. The presiding officer takes the vote on the motion.
8. The presiding officer announces the result of the vote.

Addressing the Presiding Officer. — Any member except the presiding officer has the right to propose a motion. To do this the member rises and pronounces the title of the presiding officer; as, for example, "Mr.

President." If a member does not know the specific title of the presiding officer, it is always correct to use the term "Mr. Chairman," or "Madam Chairman." He then waits for recognition from the presiding officer.

Recognition by the Chairman. — A member who desires to present a motion may not proceed until he has been recognized by the chairman, or in other words, "has been given the floor." The chairman recognizes a member by calling his name, as, "Mr. Ray"; or by addressing him as, "Mr. Member"; or by nodding to him. Having thus received formal recognition from the chairman, a member is said to "have the floor"; that is, he is the only member entitled to present a motion or to discuss a motion.

Presentation of a Motion. — A motion is always introduced in the form, "I move that" (which means "I propose that"), followed by a statement of the proposal that one wishes to bring before the assembly; for example, "I move that this class donate one hundred dollars to the Athletic Fund." This is the only correct phraseology for proposing a motion. To say, "I move you," or "I make a motion" is as incorrect in an assembly as to say, "I done it" in ordinary conversation. Furthermore, aside from very brief explanatory remarks, it is not permissible to discuss the merits of a motion either prior to, or immediately following, the formal proposal of the motion. All discussion must wait until after the chairman has stated the motion to the assembly and has called for discussion.

Seconding a Motion. — After a member has proposed his motion, he resumes his seat, and another member, without rising or addressing the chairman, says, "I

second the motion." *Seconding a motion* is merely an indication that the member seconding it wishes the matter to come before the assembly for consideration. As a general rule all motions require a second, since it is expedient to consider only motions in which at least two persons are interested. If no one seconds the motion, the chairman may ask, "Is there a second to the motion?" and after waiting a moment, may declare, "The motion is lost for the want of a second."

Statement of Motion by the Chairman. — When a motion has been properly proposed and seconded, the chairman repeats the motion to the assembly. This is termed "stating the motion." For example:

> "It has been moved and seconded that this class donate one hundred dollars to the Athletic Fund. Is there any discussion?"

After a motion has been thus formally stated to the assembly, it may be spoken of as a "question," a "proposition," or a "measure."

Discussion or Debate. — As soon as the motion has been stated to the assembly by the chairman, any member has a right to discuss it. To exercise this right, however, he must first obtain the floor. This is done in the same manner as when presenting a motion. Normally, the first person who asks recognition is entitled to speak, but the question naturally arises as to what happens if several members wish to speak or present motions at the same time. There are certain logical guiding principles that determine the decision of the chairman under such circumstances. These principles may be summarized as follows:

1. The chairman should always show preference to

the proposer of the motion, because it is wise to allow the proposer to explain his own motion if he so desires.

2. A member who has not spoken has prior claim over one who has already discussed the question, or who has proposed another motion.
3. If the chairman knows the opinions of the various members regarding the measure before the house, he should alternate between those favoring the measure and those opposing it; in other words, he should show preference to the member who is opposed to the last speaker.
4. The chairman should recognize a member who seldom speaks in preference to one who frequently claims the attention of the assembly.

The person who gains the floor is entitled to discuss the motion. His discussion, however, must be confined strictly to the question that is "before the house."

Taking the Vote. — When all members who desire to discuss the question have done so, the chairman "puts the motion to a vote." If he is in doubt as to whether all members who desire to participate in the discussion have spoken, he may, before taking the vote, inquire,

> "Is there any further discussion?" *or* "Are you ready for the question?"

If no one rises to speak, the chairman presumes that the discussion is closed. Thereupon the chairman will proceed to take the vote by announcing:

> "All in favor of the motion that this class donate one hundred dollars to the Athletic Fund say, 'Aye' (pronounced ī)."

Those in favor of the motion then respond, "Aye." The chairman then says,

"Those opposed say, 'No.'"

The opponents of the motion then answer, "No." If the chairman cannot determine from the volume of voices which way the majority (that is, at least one more than half of the members voting) has voted, he says:

"The chair is in doubt. Those in favor of the motion please rise."

After counting them, he says:

"Be seated. Those opposed, rise. Be seated."

Announcing the Result of the Vote. — The chairman then formally announces the result of the vote to the assembly, saying:

"The motion is carried; therefore, the class will donate one hundred dollars to the Athletic Fund."

Or if a majority voted in the negative,

"The motion is lost."

The chairman must always take the affirmative vote first, and must state it first when announcing the result of the vote. As soon as the vote has been announced by the chairman, another motion is in order.

Classification of Motions

Main Motions. — To transact the business of an assembly a large number of motions are necessary. These motions are classified, according to their purpose, into four general groups. A list of the motions comprising each group will be found in the chart on page 240. It is unnecessary to memorize the motions in each group,

since their classification will become familiar after the chart has been consulted a few times. Motions of one group have for their object the bringing of questions, or propositions, before the assembly for consideration. Motions that fall within this class are known as *main motions*. It will be remembered that one of the fundamental principles of parliamentary law is that "only one subject can claim the attention of the assembly at one time." Therefore, only one main motion can be considered at a given time by the assembly, and such a motion when introduced excludes all other main motions until it has been disposed of.

Subsidiary Motions. — The motions of the second group have for their object the modification or disposition of the main motion that is being considered by the assembly. They are called *subsidiary motions*, because their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the house, it is "in order" (that is, correct from a parliamentary standpoint) to propose them when a main motion is still before the assembly and to vote upon them before voting upon the main motion. For example, suppose that the motion "to hold a debate on Friday evening" is before the house, and some member realizes that a concert is to occur on that evening; the main motion may be modified by a member's moving some subsidiary motion such as the motion to amend "by striking out Friday and inserting Wednesday."

Privileged Motions. — The motions of the third group have no connection whatsoever with the main motion before the assembly, but are motions of such impor-

tance that, despite the fact that they do not relate to the main motion, they are entitled to immediate consideration. Because of this characteristic, they are known as *privileged motions*, that is to say, motions which, because of their importance, have the privilege of setting aside temporarily the main business before the house. For example, suppose that while a main motion is being considered it is necessary for many of the members to leave, it would be in order for some one to propose the motion to adjourn, which is a privileged motion.

Incidental Motions. — The motions of the fourth group have few general characteristics in common, but for convenience they have been grouped into one class known as *incidental motions*. New motions that did not belong to the other three groups have been created from time to time, and these have been added to the list of incidental motions. The name, "incidental," has been chosen for the group because they arise only incidentally out of the business of the assembly. For example, suppose that while a main motion is being considered, some one rises and proposes another main motion. This is, of course, incorrect and if the chairman does not rule the member "out of order," another member should "rise to a point of order" and call attention to the mistake. The motion, "point of order," is one arising only incidentally because of a mistake in the conduct of business.

Suggestions for the Study of Motions

The memorizing of the rules connected with each motion would result only in the acquisition of a multitude

of isolated facts that it would tax any memory to apply. It is better to understand the purpose of each motion, together with the fundamental principles studied in Lesson I, and then reason out for oneself what rules would naturally apply to a motion having such a purpose.

The rules governing motions are for the most part logical, and if once reasoned out are too self-evident to require memorizing. For example, the motion, "previous question," aims to suppress all future debate on the motion under discussion and to compel the assembly to vote upon it immediately. Since it aims to affect future discussion only, it should not interrupt a speaker who has already been assigned the floor. As the assembly does not generally wish to spend its time considering a question except when it is evident that more than one person is interested in having it decided, the previous question requires a second. Knowing that the purpose of the previous question is to suppress debate, logic would tell one that it would itself be undebatable. Since it sets aside the fundamental principle of parliamentary procedure that "every motion is entitled to full and free debate," it requires more than a majority vote "to carry" it. Every motion may be and should be analyzed in a similar way. Therefore, use your reason in preference to your memory.

To use a motion correctly it is necessary to reason out these facts concerning it:

1. Whether the motion may interrupt a speaker.
2. Whether it requires a second.
3. Whether it may be debated.
4. What vote is required to carry it.
5. What other motions may be applied to it.

6. Whether it may be renewed (proposed again), if lost.
7. What its rank, or precedence, is.

The answer to each of the first four questions is reasoned out under the heading, "Rules and Their Reasons," which follows the discussion of each motion. The answers to questions five, six, and seven are found in the charts on pages 240–245 but need not concern the student until the matter has been explained in a future lesson.

Exercises

1. Name the eight steps that are necessary in the introduction and disposition of a motion.

2. What are the essential characteristics of (*a*) main motions; (*b*) subsidiary motions; (*c*) privileged motions; (*d*) incidental motions?

3. Imagine that the class is a student body holding a regular meeting. Appoint a student to go to the front of the room and act as chairman. Every member of the class should be ready to participate in the impromptu discussion and in the voting. Six different students should be prepared to propose and help discuss the following motions in turn:

a. I move that an interclass debating contest be organized.

b. I move that every member who fails to take part in the discussion at this meeting be fined five cents.

c. I move that this student body take out a membership in the Chamber of Commerce.

d. I move that a vote of thanks be accorded Senator Young for his gift of gold footballs to the members of our team.

e. I move that this student body donate $500 to the Scholarship Fund.

f. I move that all students who have red hair be excused from examinations.

Lesson III

MAIN MOTION

Statement of the Question. —

1. By the proposer after obtaining recognition:

"I move that we hold our Annual Automobile Show on Friday evening, November second."

2. By the chairman upon hearing a second:

"It has been moved and seconded that we hold our Annual Automobile Show on Friday evening, November second. Is there any discussion?"

3. After all who wish to discuss the question have done so, the chairman takes the vote.

"All in favor of the motion that we hold our Annual Automobile Show on Friday evening, November second, say, 'Aye'; those opposed, 'No.' The motion is carried (or lost), and we will hold our Annual Automobile Show on Friday evening, November second."

Discussion. — The purpose of a *main motion* is to bring business before the assembly in such a manner that it may be discussed and acted upon. It may be defined as a formal presentation to an assembly, by one of its members, of any idea or subject that he desires to have discussed and decided by the organization. Main

motions are of two kinds: *general* and *specific.* A *general main motion* is any main motion that meets the requirements of the definition just given. Through long use and custom a few main motions have been given special names. These are classified as *specific main motions,* and are considered in subsequent chapters.

Since but one main question may be considered by an assembly at one time, a main motion may be proposed only when there is no other business before the assembly.

Should a motion be awkwardly phrased, it is the duty of the chairman either to request the proposer to rephrase his motion or if he understands the idea which the proposer desires to express, to himself rephrase the motion in correct form when he states it to the assembly. Particular care should be exercised by the chairman in rephrasing a motion, for the reason that the motion as stated by the chairman is the motion that is considered by the assembly and is entered on the minutes.

As soon as a motion or resolution has been proposed, the chairman may, if he wishes, request the proposer to put it in writing and to hand it to the secretary. To save time it is desirable for the proposer of a lengthy motion to have it written out before proposing it.

A motion must be proposed affirmatively. This is logical, for a member when voting in the affirmative expects that he is voting to do something rather than not to do something. For example, to propose the motion "that we do not have a reception this year" would be requiring those who were in favor of the reception to vote in the negative and would tend to confuse the members. On the other hand, the motion "that we

dispense with a reception this year" — although negative in intent — does not break the logic that an affirmative vote expresses a desire to do something.

During debate on a motion every member is at liberty to oppose the motion as vehemently as he may desire, but if the motion is carried, it immediately becomes the duty of every member to aid in carrying it out, regardless of his opinion concerning it. This duty is reasonable for it coincides with two of the fundamental principles of parliamentary procedure: namely, "that the will of the majority must rule," and "that the personality of the individual must be merged into the larger unit of the whole organization."

Rules and Their Reasons. — A fundamental principle of parliamentary procedure, as previously pointed out, is that "only one subject may claim the attention of the assembly at one time." Consequently a main motion, which introduces a new subject, can never interrupt a speaker, but must wait until there is no business before the house. Since an assembly does not wish to consider a new question unless assured that at least two members are interested in having the proposition discussed, it requires a second. Another fundamental principle of parliamentary procedure is that "every proposition presented for consideration is entitled to full and free debate," and therefore, since a main motion presents a proposition for the assembly to consider, it is logically debatable. Moreover, as a general main motion breaks no fundamental principle, it requires only a majority vote.

In a future lesson it will be explained how other motions may be applied to a main motion.

I. Chart of Main Motions

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Yes	Majority	At Next Session	All

Exercises

1. Give a brief discussion on the subject, "The Characteristics of a Main Motion."

2. Pretend that the class is a Board of Education holding a regular meeting. Let one student act as chairman and several students introduce original main motions that they have prepared outside of class. All of the class should be ready to discuss any of the motions as soon as discussion is called for, and to vote when the chairman takes the vote. During this practice one or more students may propose motions in awkward form to give the chairman and the class practice in rephrasing. An example of correct rephrasing by the chairman follows:

Motion as proposed:

"I move that after it has been removed, the Washington Union High School's front sidewalk be made concrete."

Rephrased and stated by the chairman:

"It has been moved and seconded that the present sidewalk in front of the Washington Union High School be removed and replaced by one of concrete."

3. Rephrase the following motions:

"I move that we hire a woman to clean our clubroom who is a member morning and night."

"I move that we present an umbrella to our retiring president with solid steel ribs and a silver handle."

"I move that the treasurer be instructed to pay the caretaker $50.00 for his services each evening."

"I move that we rent the room in our clubhouse to the first applicant with electric lights and outside stairway."

Lesson IV

AMENDMENTS

Statement of the Question. —

1. Amendment by addition or insertion:

a. By the proposer after obtaining recognition:

"I move to amend the motion by inserting the words 'and a faculty member' just after the word 'students.' "

b. By the chairman after hearing a second:

"It has been moved and seconded to amend the motion by inserting the words 'and a faculty member' after the word 'students,' so that the motion if amended would read 'that this organization select six senior students and a faculty member to represent it at the High School Conference.' Is there any discussion on the proposed amendment? . . . Those in favor of the amendment which is that the words, 'and a faculty member' be inserted, say, 'Aye'; those opposed, 'No.' The amendment is carried, and the motion now reads that 'this organization select six senior students and a faculty member to represent it at the High School Conference.' Is there any discussion upon the motion as amended? . . . All in favor of the motion (if there has been much discussion, repeat the motion again) say, 'Aye'; those opposed, 'No.' The motion is carried, and we shall now select six senior students and a faculty member to represent us at the High School Conference."

2. Amendment by elimination (striking out):

a. By the proposer after obtaining recognition:

"I move to amend the motion by striking out the word 'senior.' "

b. By the chairman after hearing a second:

"It has been moved and seconded to amend the motion by striking out the word 'senior,' so that the motion if amended would read, 'that this organization select six students to represent it at the High School Conference.' Is there any discussion on the proposed amendment? . . . All those in favor of the amendment, which is that the word 'senior' be struck out, say, 'Aye'; those opposed, 'No.' The amendment is lost. Is there any further discussion on the original motion? . . . Those in favor of the motion 'that this organization select six senior students to represent it at the High School Conference' say, 'Aye'; those opposed, 'No.' The motion is carried, etc."

3. Amendment by substitution (striking out and inserting):

a. By the proposer after obtaining recognition:

"I move to amend the motion by striking out the word 'senior' and inserting in its place the word 'upper-class.' "

b. By the chairman after hearing a second:

"It has been moved and seconded to amend the motion by striking out the word 'senior' and inserting in its place the word 'upper-class,' so that the motion if amended would read, 'that this organization select six upper-class students to represent it at the High School Conference.' Is there any discussion on the proposed amendment? . . . All those in favor of the amendment, which is that the word 'senior' be struck out and the word 'upper-class' inserted in its place, say, 'Aye.' Those opposed, 'No.' The amendment is carried, and the motion now reads 'that this organization select six upper-class students to represent it at the High School Conference.' Is there any discussion upon the motion as amended? . . . Those in favor of the motion 'that this organization select six upper-class students to represent it at the High School Conference' say, 'Aye'; those opposed, 'No.' The motion is carried and this organization will select six upper-class students to represent it at the High School Conference."

Discussion. — The purpose of the motion *to amend* is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members of the assembly. As the preceding forms indicate, there are three methods of amending, or modifying, a motion. The first method is by *addition* or *insertion*. The purpose of an amendment of this type is to add something to the motion that it did not contain. The second method is amendment by *elimination*, or by *striking out*. An amendment of this type has for its purpose the subtraction or elimination of something from the motion that was originally a part of it. The third method is amendment by *substitution*, or by striking out and inserting, and is a combination of the first two methods, since in amending by substitution something is stricken out and something inserted in its place. The substituted portion may consist of a word, a phrase, a clause, or an entirely new motion.

The most important principle to understand in connection with any form of the motion to amend is that an amendment "*may* be *hostile*, but it *must* be *germane*." By "hostile" is meant opposed to the spirit and aim of the motion to which it is applied. By "germane" is meant having direct bearing upon the subject matter of the motion; that is, relevant, or relating to it. An amendment may be opposed to the actual intent of the original motion and, in fact, nullify it, but *if it relates to the same subject matter, it is germane.* For example, if the motion "That we express our disapproval of our president's action at the conference regarding uniforms" was before the house, it would be in order to amend it by striking out the word "disapproval" and inserting

the word "commendation." Although this amendment would be hostile to the purpose of the main motion, it would be germane to the subject matter of it, which is the expression of an opinion in regard to the president's actions concerning uniforms. If, on the other hand, a member should propose to amend the same motion by adding the words "and fine him for being late at the meeting," a chairman would immediately rule the amendment out of order by saying:

> "The chair rules the amendment out of order on the ground that it is not germane."

Frequently a member will move, as an amendment by substitution, to strike out everything after the formal opening phrase "I move that" and to insert an entirely new motion. Such substitution is correct and valid if the subject of the amendment is the same as the subject of the main motion, even though the substituted motion provides for action hostile to the original main motion. The first test that must be applied to every amendment, therefore, is "Does the amendment deal with the subject of the motion to be amended?" If so, the amendment is germane.

Amendments are of two ranks. An amendment to a motion is called an *amendment of the first rank,* while an amendment to an amendment is termed an *amendment of the second rank.* The amendment to the amendment must modify and relate directly to the amendment and not to the main motion; otherwise it is really not an amendment to the amendment. No amendment beyond that of second rank is possible. The following illustrations will show the difference between an amendment of

the first rank and an amendment of the second rank; or, in other words, between an amendment to a motion and an amendment to an amendment. If the motion, "I move that our organization entertain all the wounded soldiers of Cleveland on next Friday evening," is before the house and some one moves to amend the motion by inserting the words "at a dinner party at the Lincoln Inn" after the word "Cleveland," this would be an amendment to the motion or an amendment of the first rank. If some one then proposes an amendment to strike out the words "Lincoln Inn" and insert in their place "Palace Grill," this would be an amendment to the amendment, or an amendment of the second rank.

It is never in order to propose more than one amendment of each rank at one time. If one desires to amend two separate and unrelated parts of a motion, this must be done by two amendments of the first rank, and one must be voted upon before the other is proposed. It is possible, however, to have a motion, one amendment to the motion (amendment of the first rank), and one amendment to the amendment (amendment of the second rank) before the assembly at once; but until the amendment of the second rank has been voted upon, no other amendment of the second rank is in order, and likewise, until the amendment of the first rank has been voted upon, no other amendment of the first rank can be proposed. In such a case, any further amendments must wait until those first proposed are disposed of.

The order of voting upon amendments is regulated by their rank. They are voted upon in inverse order; that is, the one of second rank is disposed of first. Discussion is held and the vote is taken first upon the

amendment to the amendment (amendment of second rank); then discussion is called for, and the vote is taken upon the amendment to the motion (amendment of first rank). When the vote on this has been taken, discussion upon the original or main motion as amended is opened and when completed a vote is taken upon it. Even though the main motion as amended is identical in substance with the amendment, the proposition after being voted upon as an amendment must, if carried, be voted upon again as a main motion. For example, if the motion "that this organization build a new clubhouse" is before the assembly and an amendment is proposed to strike out the word "clubhouse" and insert in its place the words "swimming pool," it is necessary to vote upon the amendment to determine whether the members would prefer to build a clubhouse or a swimming pool. When the organization has decided by voting affirmatively on the amendment that, if anything is to be built, its preference is a swimming pool, then it must decide by a vote on the main motion as amended whether it will, or will not, build the swimming pool.

When it is proposed to substitute one motion or paragraph for another motion or paragraph, both the original motion and the substitute motion are subject to amendment before the assembly votes to decide which of the motions it prefers. The chairman calls for amendments to the original motion, and amendments of both first and second rank may be proposed. After the original motion is perfected by those favoring it, the chairman calls for amendments to the paragraph or motion that is the proposed substitute. This motion also is subject

to amendments of both ranks. After an opportunity has been given to perfect both motions by amendments, the vote is taken upon the question of substituting one motion for the other.

For illustration, suppose the following motion is before the house:

> "I move that this organization endorse the bond issue program outlined by the City Council,"

and a member moves to amend the motion thus:

> "I move to amend the motion by striking out all the words after 'I move that' and inserting in their place the words, 'a committee be appointed to draw up a set of resolutions — to be published after they have received the approval of this organization—showing our stand on the bond issue program.'"

The chairman would state the amendment and then say:

> "Since this amendment is offering a substitute for the main motion, it is in order to have amendments to the main motion at this time so that those who prefer the main motion may have an opportunity to perfect it before the substitute is voted upon."

If any amendments to the original motion are proposed, these are voted upon even though the substitute amendment is before the house. When the original motion has been perfected to suit its supporters, the chairman says:

> "It is now in order to have amendments to the substitute that was proposed."

After these are voted upon, he says:

> "We will now vote upon the substitute, which is that the words of the main motion after 'I move that' be struck out and the words, 'a committee be appointed to draft resolutions — to be published after receiving the approval of this

> organization — showing our stand on the bond issue program' be inserted. All in favor of this amendment by substitution say, 'Aye'; those opposed, 'No.' The amendment is carried and the motion now is, 'That a committee be appointed to draft resolutions — etc.' Is there any discussion?" etc.

Once an assembly has voted upon an amendment it is not in order to propose another amendment that involves exactly the same question as the one previously decided. If some one wishes to propose another amendment involving a former amended portion but, nevertheless, presenting an entirely new question for discussion, this may be done as long as it pertains to the same subject matter. For example, suppose that the following motion is before the house:

> "I move that on Thanksgiving Day the Girls' Domestic Science Class furnish a roast and a pie to each poor family in town."

Now suppose that an amendment to insert the words "a jar of fruit" after the word "pie" is voted upon and carried. Some one could move to amend the motion by striking out "a roast, a pie, and a jar of fruit" and inserting the words "a basket containing a Thanksgiving dinner." But if some one moved to strike out only the words, "a jar of fruit," it would be out of order, for this portion of the motion has already been decided.

Since it is too late to change an amendment after it has been voted upon, care should be exercised to perfect an amendment while it is under discussion. This is done by means of amendments of the second rank. Likewise, since an amendment to an amendment cannot be amended, and since if it is voted upon and carried it cannot be changed later, it is permissible for a member

while the amendment to the amendment is under discussion, if he feels that in its present form it is not going to correct the amendment satisfactorily, to say, "If this amendment to the amendment is lost, I shall propose to amend the amendment by (stating his suggestion for a correct amendment to the amendment)." In this way he does not violate the principle of only one amendment of the second rank at one time, but he saves the amendment from being amended unsatisfactorily, as the members can vote against the pending amendment of second rank thereby giving opportunity for the proposal of the suggested amendment to the amendment.

It is never in order to amend a motion by inserting a negative word such as "not," since the same end may be accomplished more easily by voting in the negative on the motion. However, if the same purpose cannot be accomplished by voting in the negative, it is permissible to insert "not." For example, if the motion "that we wire our delegate to support the amendment offered at the convention," is before the house, it is not in order to insert the words "do not" before the word "wire," but it is in order to insert "not" before the words "to support."

Rules and Their Reasons. — Since an amendment does not require immediate consideration or action, logically it cannot interrupt a speaker. Since an assembly does not wish to consider a new question unless assured that at least two members are interested in having the proposition discussed, and since an amendment presents what is in reality a new proposition, it must be seconded. Because an amendment is really a proposed part of a motion, it follows the rules governing debate on that

motion, and when the motion to which it applies (that is, the motion that it is proposed to modify) is debatable, the amendment itself is debatable. Likewise, if the motion to which it applies is undebatable, the amendment is undebatable. An amendment breaks no fundamental parliamentary principles; therefore, it requires only a majority vote. This rule remains unaltered even though the motion to which the amendment is applied may require a two-thirds vote.

II. Chart of Amendments

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Yes	Majority	No	Amend — Limit debate — Previous question — Reconsider

Exercises

(*Note.* — It is impossible to cover the subject of amendments thoroughly in one recitation. It is suggested, therefore, that one recitation be devoted entirely to the discussion and the first exercise on amendments, and that the entire period of the next recitation be devoted to practice.)

1. Individual students volunteer to discuss the following topics for three minutes:

a. The three forms of amendments, with examples of each.

b. The importance and meaning of the principle that "An amendment may be hostile, but must be germane," with examples.

2. If you were presiding as chairman and the motion

"I move that the secretary be instructed to purchase a silver-mounted, mahogany gavel as a token of our appreciation for our president"

was before the house, which of the following amendments would you rule out of order, and on what grounds?

a. "I move to amend the motion by inserting the word 'sterling' before 'silver.'"

b. "I move to amend the motion by adding the words 'and that mahogany furniture be used in fitting up our new clubroom.'"

c. "I move to amend the motion by striking out the words 'silver-mounted gavel' and inserting in their place the words 'bottle of chloroform.'"

d. "I move to amend the motion by striking out the words 'silver-mounted gavel' and inserting in their place the words 'gold watch.'"

e. "I move to amend the motion by substituting for it the following motion: 'that this organization hold a reception in honor of our retiring president.'"

f. "I move to amend the motion by inserting the word 'not' before the words 'be instructed.'"

g. "I move to amend the motion by striking out the words 'silver-mounted.'"

h. "I move to amend the motion by striking out the words 'as a token of appreciation for our president.'"

Lesson V

POINT OF ORDER — PARLIAMENTARY INQUIRY — REQUEST FOR INFORMATION

Motion to Rise to a Point of Order

Statement of the Question. —

1. By the proposer without waiting for recognition:

"Mr. Chairman, I rise to a point of order."

2. By the chairman without waiting for a second:

"State your point of order."

3. By the proposer:

"My point of order is that the motion just proposed is out of order, because there is another main motion before the house."

4. By the chairman:

"Your point of order is well taken; the motion last proposed is out of order,"

or

"Your point of order is not well taken. The speaker (meaning the member who had the floor before the interruption) will please continue."

Discussion. — The purpose of the motion *point of order* is to correct a mistake in the observance or enforcement of the rules of parliamentary procedure or of the rules of the assembly. It is important that no business shall proceed until the mistake is corrected; conse-

quently, the motion point of order may be made at any time, even though a member has the floor. Normally, the fact that a member has the floor precludes the chairman from recognizing any other member. However, as it is sometimes necessary to rise to a point of order when another member has the floor, the member interrupting must state the fact that he is rising to a point of order so that the chairman may know he is entitled to recognition.

Were the member to rise and simply call, "Mr. Chairman," at a time when some one is speaking, the chairman could not recognize him, for he would have no way of knowing that the member intended to propose a motion that has a right to interrupt. Therefore, instead of addressing the chairman and then waiting for recognition, the member says,

"Mr. Chairman, I rise to a point of order,"

and waits for recognition. Whereupon the chairman immediately assigns the floor to him by saying:

"State your point."

The member then states the mistake that he has noticed, and the chairman must immediately "rule upon" (give a decision upon) the point of order, giving reasons for his decision if he so desires. The ruling of the chair cannot be debated, but should a member not agree with the chairman's decision, he may appeal from the decision of the chair, thereby putting the responsibility of the decision upon the assembly, as will be explained in Lesson XVII under appeal from the decision of the chair. If the chairman does not wish to assume the responsibility

of making the decision, he may refer the matter to the assembly for decision in the following manner:

> "The chair is in doubt concerning the point of order which holds that the amendment is not germane to the main motion, and refers the matter to the assembly. The question is, 'Is the amendment (stating it) germane to the motion before the house?' Those of the opinion that it is say, 'Aye.' Those of the opinion that it is not say, 'No.' The decision is in favor of the affirmative; the amendment is, therefore, declared germane and it is before the assembly for discussion."

If a member has the floor when a point of order is raised, he takes his seat until the point of order is decided. He is then entitled to resume his discussion unless the point of order involved his right to hold the floor and it was decided adversely to him.

A point of order must be raised immediately after the error has been made; it cannot be brought up later unless the error involves a violation of the constitution or by-laws.

Since the purpose of parliamentary law is to facilitate business, point of order is used only when it helps the organization; in other words, it should not be used as a means to block progress or to parade one's knowledge of parliamentary procedure.

Rules and Their Reasons. — Since the purpose of a point of order is to correct a mistake, it is obvious that it may interrupt a speaker, and equally obvious that since there may be only one member who has noticed the error, it does not require a second. As a point of order is usually a question of the applicability of a rule of parliamentary law, and not one of opinion, logically it is undebatable except when the chairman submits it

to the assembly for decision. In this case, any discussion that will explain the point to be decided is in order. If the chairman asks the assembly to vote upon the point of order, it is decided by a majority vote, because it breaks no fundamental principle of parliamentary procedure.

III. Chart of Point of Order

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
Yes	No	No	Majority if not decided by chairman	No	None

Motion to Rise to a Parliamentary Inquiry and a Request for Information

Statement of the Question. —

1. Parliamentary inquiry:

a. By the member without waiting for recognition:

"I rise to a parliamentary inquiry."

b. By the chairman without waiting for a second:

"State your inquiry."

c. By the member:

"Is it in order to offer an amendment at this time?"

d. By the chairman:

"It is."

2. Request for information:

a. By the member without waiting for recognition:

"I rise for information."

b. By the chairman without waiting for a second:

"State your question."

c. By the member:

"At what time is Governor Phillips to address this assembly?"

d. By the chairman:

"At three-fifteen."

Discussion. — It frequently happens that information is necessary before a member knows what motion he wishes to propose or how he wishes to vote. If the information that the member desires concerns a point of parliamentary procedure, it is termed a *parliamentary inquiry*. If the information desired concerns anything other than a point of parliamentary procedure, it is termed a *request for information*. A parliamentary inquiry is always answered by the chairman unless he is in doubt, in which case, if the assembly has a parliamentarian the inquiry may be answered by him. If there is no parliamentarian, the chairman may call upon a member of the assembly to answer, or he may say:

"The chair cannot answer the question."

A parliamentary inquiry or request for information if needing an immediate answer may interrupt a speaker in the same manner as does a point of order. In order that the chairman may know that the member rising to

a parliamentary inquiry or to a request for information has a right to the floor, the member without waiting for recognition must state the purpose for which he rises by saying:

> "Mr. Chairman, I rise to a parliamentary inquiry (or for information)."

If a speaker is interrupted by a parliamentary inquiry or a request for information, and the chairman decides that the question does not necessitate an immediate answer, he states that he will answer the inquiry as soon as the speaker has finished and directs the speaker to continue his discussion. The chairman should never allow a parliamentary inquiry or a request for information to be used as a method of bothering the speaker who has the floor, and he should refuse recognition to any member who rises repeatedly. If, however, he decides that the information asked for necessitates an immediate answer, he either answers it himself or asks some member to answer it.

If the information is desired from the chairman or from some member who is not speaking, the member rises and without waiting for recognition states:

> "Mr. Chairman, I rise for information."

If the information is sought from a speaker who has the floor instead of from the chairman, the request is stated thus:

> "Mr. Chairman, I should like to ask the gentleman a question."

The chairman then inquires if the speaker is willing to be interrupted, and if consent is given, he directs the

member to state his question. Although the chairman remains silent, both the question and its answer are addressed to him, because no two members are permitted to address each other in an assembly.

Rules and Their Reasons. — Reason tells one that since a parliamentary inquiry or a request for information may require an immediate answer, both may interrupt a speaker; also, that since it is impossible for more than one speaker to know what the desired information is, they do not require a second. Because no decision or vote of the assembly is taken upon a motion for either a parliamentary inquiry or a request for information, logically they are not debatable.

IV. Chart of Parliamentary Inquiry and Request for Information

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
Yes	No	No	None	No	None

Exercises

1. Select two students to give short discussions on the subjects, "Point of Order" and "Parliamentary Inquiry and Request for Information."

2. Assign to various students the respective parts in the sample drill found on pages 232–239 of the Appendix. Read and act out the drill as though it were a play.

3. Let the student chairman decide and announce what organization the class will pretend to represent. Acting as this organization, let the class hold a regular meeting.

4. Let each student propose impromptu motions, amendments, and parliamentary inquiries; sometimes proposing them incorrectly so as to allow other students to rise to points of order.

5. A student should be allowed to serve as chairman only until he makes a mistake that is called to his attention by a point of order, and then he should appoint a student to take his place. This student holds office until he, in turn, makes an error.

Lesson VI

DEBATE

Knowledge of Debate. — The primary object of the business meetings of most organizations is to decide questions that present themselves. In order that the members may do so with intelligence, parliamentary procedure decrees that every proposition, before final settlement, has the right to full and free discussion on its merits. A knowledge of the rules of debate is, therefore, important.

Any question that is debatable is open for discussion as soon as the chairman has stated it to the assembly, and discussion is in order until the vote on the motion has been taken. To prevent confusion only one person is allowed to debate at one time. This person is said "to have the floor."

Relevancy in Debate. — The most important requirement of debate is that all the discussion must be relevant to the subject before the house. Any member who has the floor has been granted it only for the purpose of discussing the merits of the pending question, and just as soon as he departs from this subject he is out of order. Before calling a member to order, however, one must be certain that the member is really discussing another subject, because, frequently, without being out of order, a member may make a few remarks that seem irrelevant, but that soon prove to be merely a short digression for

the purpose of illustration or clarity. If, however, the speaker distinctly "runs off the subject," he should be called to order immediately by the chairman. This is done by interrupting the speaker and requesting him to confine his remarks to the question, or to give up the floor. Should the chairman fail to call to order a speaker who is irrevelant in his discussion, any member may rise to a point of order and call the attention of the chairman to the speaker's departure from the subject of debate.

When there are several motions before the house, an additional principle must be kept in mind; namely, that discussion must be confined to the *immediately* pending question. For example, if there is a main motion, an amendment, and an amendment to the amendment before the house, discussion must be confined to the amendment to the amendment until it is voted upon. The main motion is, of course, discussed, but only as it relates to the amendment to the amendment. Stated in other terms, the general rule is that when there are several motions before the house, the main motion may be discussed only to the extent that is necessary to decide the immediately pending question.

Decorum in Debate. — When the floor has been granted to a member for debate, certain duties are imposed upon the speaker, upon the chairman, and upon the assembly.

The member speaking must realize that it is his duty to state his opinions and views on the question as clearly and concisely as possible, and that he is talking, not for his own pleasure, but to assist the assembly to arrive at a worthy decision. He must address all remarks to the chairman. These remarks, so far as possible, should

be of a constructive nature, and in making them, certain proprieties based on politeness and good manners should be observed. Discussion of personalities and the use of names is improper. The officers should be referred to by their official titles, — never as Miss Brown or Mr. Thompson. Members should be designated by some phrase; such as, "the member who just preceded me." The purposes of these forms are to eliminate personalities and to assist in following the maxim that "measures, not men, should be discussed by assemblies."

Furthermore, the member must be polite. "Courtesy is the first law" of any parliamentary organization. Should a member so far forget his dignity as to use improper language, or to conduct himself in a disorderly manner, he may be called to order by the chairman or by some member's rising to a point of order. When the speaker is called to order by another member of the assembly through a point of order, he must be seated until the point of order is decided. Whether the speaker is called to order by the chairman or by another member, the organization, after allowing the speaker a chance to justify his behavior, if it desires, may by a vote impose a fine or penalty, or request the resignation of such member. The disorderly words, however, cannot be noticed or penalized after any new business has intervened. When the words are of a personal nature, both parties involved, except in case the presiding officer is one of them, must retire before the assembly proceeds to decide the matter, for it is a general principle that no one should be present during a discussion of his conduct.

The chairman, likewise, owes a duty both to the assembly and to the speaker while debate is in progress.

When a member has been assigned the floor, he has the right to the quiet and undivided attention of the assembly as long as he conducts himself properly and does not exceed the time limit that has been set. It is the duty of the chairman, therefore, to protect the speaker in this right, to suppress disorder, and to prevent any annoyance or unnecessary interruption. It is his further duty to keep the subject clearly before the members by ruling out irrelevant discussion, by restating the question whenever necessary, and by answering inquiries.

The assembly owes to the chairman and to each speaker the duty of respectful attention.

The Relation of the Proposer of a Motion to Debate. — During debate preference is shown in certain regards to the proposer of a motion or to the chairman of a committee who presents its report. By parliamentary courtesy, if several seek the floor at the same time, the one who has brought the business before the house is recognized in preference to the other members. He is also permitted to close the debate on the question, because he is the most interested.

The proposer of a motion cannot talk against the motion he has presented, for he can more quickly show his disapproval by asking permission to withdraw it. But even though he cannot speak against his own motion, he can vote against it, since permission to withdraw it might not be granted by the assembly.

Time Limits for Debate. — It has become customary in many organizations to fix a limit for debate in the by-laws or standing rules, since numerous instances of debate prolonged beyond all reason are of common occurrence. Our United States Senate is one of the few

important organizations that has no time limit for debate. The late President McKinley used to tell the story of a senator who, after rising for the third day of continuous debate, pointed to a stack of encyclopædias and directories four feet in height, and graciously remarked, "Gentlemen, I shall now illustrate my remarks by reading these few volumes."

Each assembly can best fix its own time limit for debate, but where no limit has been agreed upon, parliamentary law sets the period at ten minutes. This period may be too short for many organizations, while for others it may be too long.

Common parliamentary procedure allows a member to speak only once upon a motion until each member has been given an opportunity to express his views, when he may speak a second time. If granted permission, however, by a two-thirds vote of the assembly, he may speak oftener. Of course, a member may speak on the question again if an amendment or other motion has been applied to it, since then he is, in reality, discussing a new question. In actual practice the limitations, both as to time and to the number of speeches allowed are frequently disregarded, for they are really opposed to the principle of allowing full and free discussion upon every debatable question. In fact, three or four short remarks by one person at various intervals in the discussion are, very often, of far more value than a ten-minute speech from that same individual.

Motions Limiting Debate. — Since full and free discussion is the fundamental right of every debatable motion, if a motion is proposed that aims to destroy this right by closing or limiting debate, such motion is

forced to pay a penalty for its interference and disregard of established rules, and, therefore, requires a two-thirds vote for passage instead of the usual majority vote. The motions that aim to limit discussion are "previous question," "limit debate," and "extend limits of debate."

Even after a motion to close debate is carried and formal discussion thus prevented, it is permissible to allow a brief suggestion to be made, provided it be vitally important. To distinguish such a suggestion from debate the member addresses the chairman, but remains seated while offering the suggestion.

Despite the fact that this privilege of suggestion prevents absolutely arbitrary suppression of debate, it is unwise to make a practice of preventing discussion and deliberation on debatable questions; for the difference between undebatable and debatable questions lies in the fact that, while undebatable questions are supposedly of such a nature that they may be decided on the instant by a simple "yes" or "no," debatable questions require an exercise of discretion and time for deliberation. Frequent resort, therefore, to a policy of suppressing debate upon debatable questions tends to result in thoughtless decisions. A word of explanation when imperative is permissible even in the case of undebatable motions.

Closing Debate. — When the chairman thinks that all members who wish to speak have done so, he should inquire:

"Is there any further discussion?" *or*
"Are you ready for the question?"

If no one responds, the chairman puts the question to a vote, although he may be interrupted by discussion at any time before the negative vote has been taken. If

a member engages in discussion after an affirmative vote has been taken, the chairman must call for the affirmative vote again, since some voter may have changed his opinion.

Exercises

Divide the class into two sections, "Democrats" and "Republicans." The "Democrats" propose a motion that provides that the class "go on record as favoring" some important political or economic question that is soon to be voted upon or decided by Congress. The "Republicans" oppose this motion. Each side selects four speakers, who should come to class prepared to give a well-arranged five-minute speech presenting arguments for their side of the question. Each side should be on the alert to call attention to any violation of the rules of debate.

During the debate the "Democrats" may propose an amendment and center discussion upon it for a time. The chairman should be vigilant to detect any attempt to discuss the motion instead of the amendment.

Lesson VII

PREVIOUS QUESTION — LIMIT DEBATE — EXTEND THE LIMITS OF DEBATE

Motion of Previous Question

Statement of the Question. —

1. By the proposer after receiving recognition:

"I move (or call for) the previous question."

2. By the chairman after hearing a second:

"The previous question has been moved (or called for) and seconded. All in favor of closing the discussion upon the question before the house and taking the vote upon it immediately, rise. Be seated. Those opposed, rise. Be seated. The previous question is carried. We will now take the vote upon the question before the house."

Discussion. — The object of the motion *previous question* is to suppress debate upon a motion before the house and to bring it to an immediate vote. The name *previous question* is a technical term and is misleading. To "move the previous question" is equivalent to saying, "I move that debate be closed on the motion before the house and that a vote be taken upon it immediately." If the previous question were named according to its use, it would be called the "motion to close debate."

When more than one motion is pending before the

house, the proposer of the previous question must make clear which of the pending motions he wishes the previous question to affect. If he desires to close debate upon the immediately pending motion only, he may propose the previous question without any qualifications as to which motions it shall affect. This form of the motion is known as the *unqualified* form of the previous question. The effect of the unqualified form is illustrated in the following example. If a main motion and two amendments are before the house, and the previous question is moved in the unqualified form, thus,

> "I move the previous question,"

the effect of the motion, if carried, is to bring the amendment to the amendment to a vote. After this is done the previous question has no more effect, and discussion upon the amendment is called for.

If the proposer of the previous question desires to close debate upon more motions than the one immediately pending, he must name all of the motions upon which he wishes debate to be closed. For example, if a main motion, an amendment, and an amendment to an amendment are pending and the previous question is called for in the following form:

> "I move the previous question upon both of the amendments,"

the vote would be taken immediately, first upon the amendment to the amendment and then upon the amendment, without any opportunity for further debate upon anything except the main motion. If the proposer wishes to close debate upon all the motions

before the house, he may qualify his motion as follows:

> "I move the previous question on *all* of the motions before the house."

To have the previous question carried does not carry the question pending before the house; it merely stops discussion upon it and requires that a vote be taken upon it immediately. Naturally, since the purpose of the previous question is to bring the pending question to vote immediately, no motion of lower rank can be proposed until the vote has been taken on all motions to which the previous question applies.

It sometimes happens that after the previous question has been carried, the main motion to which it applies will be temporarily laid aside by the vote on such motions as to refer to a committee, to postpone, or to lay on the table. If the main motion is taken up again at the same session, the previous question is still in force, but if it is deferred until another session, the previous question becomes null and void.

Rules and Their Reasons. — The purpose of the previous question is to suppress future discussion only, therefore it cannot interrupt a speaker who has already been assigned the floor. As the assembly does not generally wish to spend its time deciding questions except when it is evident that more than one person is interested in having the question decided, the previous question requires a second. Since the previous question suppresses debate, logic tells one that it is itself undebatable; and furthermore, since it sets aside the fundamental principle of parliamentary procedure that "every

motion is entitled to full and free debate," it requires a two-thirds vote.

V. Chart of Previous Question

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	No	2/3	After debate	Reconsider

Limit Debate — Extend the Limits of Debate

Statement of the Question. —

1. By the proposer after receiving recognition:

a. "I move to limit the time of each speaker upon this question to three minutes."

b. "I move to limit debate on this question to forty minutes."

c. "I move to limit debate on this question to five speeches on each side."

d. "I move that debate on the motion before the house close at five o'clock and a vote be taken at that time."

2. By the chairman after hearing a second:

"It has been moved and seconded to limit the time of each speaker to three minutes. All in favor of this motion, rise. Be seated. Those opposed, rise. Be seated. The motion is carried, and each speaker will be limited to three minutes."

Discussion. — The motion *to limit debate* is similar to the previous question, though less radical in its effect. Whereas the previous question aims to suppress all debate, the motion to limit debate aims merely to restrict or limit discussion. It may be proposed in any one of the four forms given under the statement of the question, at the beginning of this lesson. The first form limits the time of each speaker and so prevents prolonged discussion by a few members, but it places no limits upon the number who may speak. The second form determines the extent of the time that may be devoted to a particular question, but places no limit upon the length of time to be allowed one individual or upon the number who may speak. The third form is frequently employed in Congress, but is less commonly used in other parliamentary bodies; it restricts the number of speakers upon each side, and is not generally favored unless both sides have previously selected their speakers. The fourth form sets the time when all discussion on the question shall end; it does not limit the time of individual speakers nor the number of those who may speak.

If one form of the motion to limit debate has been proposed and is pending before the assembly, another form of motion limiting debate that does not conflict with the first may be moved as an amendment; for example, if the motion to limit each speaker to five minutes is pending, an amendment may be proposed to add "and limit the number of speakers to six."

If the proposer of the motion to limit debate does not specify upon what motions he desires the discussion to be limited, the immediately pending question together

with the motions that are proposed after the debate has been limited is all that is affected. In other words, the motion to limit debate, just as the previous question, is not retroactive further than upon the immediately pending question unless specified in the proposal of the motion to limit debate.

The *motion to extend the limits of debate* is made in the same form and is subject to the same rules and conditions as is the motion to limit debate. The most common form is the motion to extend the time allowed a particular speaker; for example,

"I move to extend the speaker's time five minutes."

A motion modifying the limits of debate either by curtailing or extending them is in force only during the session at which it was adopted. If the motion is, for some reason, postponed until another session, the order loses its force.

Rules and Their Reasons. — Since the purpose of the motion to limit debate is the same as that of the previous question and is in effect a mild form of it, the same rules and reasons for them apply to both motions.

The motion to extend the limits of debate follows the same rules and reasons as the motion to limit debate except in the reason for the two-thirds vote. Like the previous question and the motion to limit debate, it requires a two-thirds vote, but the reason is that the motion breaks and sets aside an already established rule of the assembly — namely, the limits previously fixed for debate — and consequently requires more than a majority vote.

VI. Chart of Limit Debate and Extend the Limits of Debate

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Limited debate	2/3	After debate	Amend Reconsider

Exercises

(*Note.* — Students should use all of the motions explained in the previous lessons during the practice of each lesson. This affords constant review.)

1. Imagine the class to be holding a regular meeting of the House of Representatives. There are four members who are authorities on the question before the house. Two are Republicans favoring the adoption of the *bill* (term applied to a question by Congress), while the other two are Democrats opposing it. Congress expects to adjourn in two days and there are many important bills still unsettled. The bill under discussion has been debated for four days. What forms of the motion to limit debate would you apply? Give reasons for your choice.

2. Suppose that there is before the house a main motion, an amendment, and an amendment to the amendment. Some one says, "I move the previous question," and the motion carries. How would you, as chairman, proceed in disposing of the business before the house?

3. Suppose the same situation as in problem 2. When some one says, "I move the previous question on the two amendments," how would you, as chairman, proceed in disposing of the business before the house?

4. Let the class represent a Chamber of Commerce. During the meeting propose a number of motions and to each apply several forms of the motion to limit debate or of the previous question.

Lesson VIII

VOTING

The foundation of a democracy is the principle that the people constituting it have an equal share in determining its policies. The right to vote is the right belonging to a member of any democratic body to express his mind, will, or preference in electing persons to office, in passing laws, and in deciding any proposition. The exercise of this right in organizations, which are democracies in a primitive form, requires several steps; these are explained in this lesson.

Putting the Question. — When an undebatable question is before an assembly, or when all debate or discussion on any question has been closed, it is the duty of the chairman, unless interrupted by a motion of higher precedence, to "put the question" to a vote immediately. "Putting the question" means taking the vote upon it by calling first for the affirmative vote and then for the negative vote. If the proposition is debatable, the question should not be put to a vote until ample time has been granted any member to rise for debate. To insure accomplishment of this, the chairman should ask before putting the question,

"Is there any further discussion?" *or*
"Are you ready for the question?"

Then, if no one rises, the chairman proceeds to take the vote immediately. It is not too late for a member to

rise to debate until after the negative vote has been taken, but when a vote is thus interrupted by discussion, the affirmative vote must be retaken.

Some assemblies have formed the bad habit of trying to force the chairman to take the vote while discussion is in progress and before all have spoken who wish to do so, by calling out "Question!" This practice is strongly condemned by parliamentarians and should be stopped or ignored by the chairman, since an orderly and democratic method of closing debate is provided for by the motion previous question.

Before putting the question to a vote the chairman should assure himself that the assembly understands clearly the motion to be voted upon. Unless the motion has been very recently stated by the chairman, he should repeat it — thus,

> "We will now take the vote upon the question before the house, which is that this organization invite Professor Miller to address us at our next meeting. All in favor of this motion say, 'Aye'; those opposed, 'No.' etc."

If the question to be voted upon is a long one, it is put in a form such as the following:

> "We will now take a vote upon the resolution (the chairman, or the secretary, or the proposer of the resolution reads it). You have heard the resolution. All in favor of adopting this resolution say, 'Aye'; those opposed, 'No,' etc."

If the question is clearly understood and has been recently stated by the chairman or read by the secretary, the former may say,

> "You have heard the question. All in favor of this motion say, 'Aye.'"

It is essential that the affirmative vote should always be taken before the negative, and that the results be announced in the same order. Even though the affirmative vote appears to be unanimous, it is necessary for the chairman to call for the negative vote before announcing the result of the vote.

Voting *Viva Voce*, by Rising, and by Show of Hands. — There are several methods of voting that may be employed, according to the demands of the situation. The first and most common method is that of voting *viva voce* (by the living voice). This method furnishes a rapid means of determining the will of the assembly, and is generally used unless a more accurate method is necessary. To take a vote *viva voce*, the chairman says,

> "All in favor of the motion say, 'Aye'; those opposed, 'No.'"

He then announces the result, basing his decision upon the volume of voices:

> "The motion is carried," *or*
> "The motion is lost."

The responsibility of announcing the result of the vote falls upon the chairman; therefore, if, after taking the vote *viva voce*, he is not sure of the result, he may take the vote again in the same way, or he may employ a more accurate method of determining the result. For example, he may ask all members to rise and to remain standing until he or the secretary has counted them. In this case he says,

> "The chair is in doubt as to the vote. Those in favor of this motion please rise. Be seated. (After counting them.) Those opposed, please rise, etc."

He then announces the result as follows:

"The motion is carried (or lost), etc."

If the chairman prefers, he may ask the assembly to vote by raising their right hands. He does this in the same manner as when taking a rising vote. If the vote is to be taken on a motion requiring a two-thirds or a three-fourths vote, the chairman should take the vote by asking the members to rise or by requesting them to raise their right hands. The chairman must always state clearly the method of voting that he is following. Unless some sign has been adopted by that particular organization, he should not call for the vote by saying, "All in favor please signify by the usual sign," since "by the usual sign" is ambiguous, and members of the organization may give it different interpretations.

Division of the Assembly. — When the vote has been taken *viva voce*, some member may doubt the correctness of the chairman's decision, or he may wish to see exactly which members are voting for or against the question. If so, he may "call for a division of the house"; that is, without rising he may say,

"Mr. Chairman, I call for division,"

or merely,

"Division."

This request is in order at any time during the taking of a vote *viva voce*, and also immediately after the vote has been announced. As soon as this request is made, the chairman must at once take a rising vote. If the member desiring the division wishes the votes on each side counted and not merely estimated, he must put his request in the form of a motion which requires a second

and a majority vote. If this motion carries, the chairman takes a rising vote, counting each side himself, or requesting the secretary or some other person to do so. The exact number voting on each side is then announced by the chairman, thus:

> "The vote stands 48 in the affirmative, and 50 in the negative. Therefore, the motion is lost."

Voting by Ballot. — Another method of voting is by ballot. The advantage of this method is that members are able to vote without making public their opinions or preferences. The only disadvantage of voting by ballot is the time consumed. Yet, when there are several applicants for office or several propositions to be voted upon at one time, the vote by ballot disposes of the whole group in as short a time as they could be voted upon separately by other methods.

The chairman may take a vote *viva voce*, by show of hands, or by a rising vote, or if necessary by all of these methods, but a vote by ballot must be ordered by a motion to that effect, unless a vote by ballot on the particular question is provided for in the by-laws or standing rules of the organization. If the list of names of prospective officers or the motion to be voted upon is already pending before the house, the motion to take the vote by ballot is brought up as an incidental motion.

Because the purpose of voting by ballot is to keep all opinions secret, it is out of order, when a vote by ballot is required, to propose any motion that would compel any one to reveal his opinion regarding the motion or persons to be voted upon. For example, to move that the secretary cast a ballot for a certain member is out of order, because a member in voting against this motion

would be forced to make public the fact that he favored another candidate. Likewise, a motion to make a vote unanimous is out of order, as explained on page 68.

Method of Balloting. — The first step in taking a vote by ballot is the appointment by the chairman of at least three *tellers*. The one first named acts as *chairman of the tellers* and directs the others in assisting the presiding officer or chairman of the meeting to conduct the vote. A chairman of tellers is needed only when there are many tellers. It is the tellers' duty to distribute slips of paper, or ballots, to each voting member, serving the chairman and secretary first. Much confusion is avoided if ballots are prepared beforehand by the secretary. These ballots should contain the resolution or the names of the candidates to be voted upon with the words "yes" and "no" written at the head of two columns drawn at the side of the resolution or names. Ballots arranged in this form are likely to contain fewer errors than when members write the names of candidates and officers.

If it is impossible to have prepared or printed ballots, blank slips of paper that the secretary should always have on hand for balloting are distributed. Careful instructions should be given by the chairman of the meeting as to how members should prepare their ballots. For example, if it is desired that the members write a list of the offices to be filled, and after each office the name of the candidate of their choice, this plan should be explained and a sample ballot read or posted. If a number of resolutions are to be voted upon, and the chairman decides to write each resolution with a corresponding number upon a blackboard and then to ask the members to write down merely the number of the

resolution with the word "yes" or "no" after it, he should take great care to make clear to every member that this is the plan to be followed. If several questions are to be voted upon separately, it is advisable to have each set of ballots of a different color, and also to re-explain, immediately before each ballot is cast, the exact proposition to be voted upon.

The tellers are required to see that no person except those entitled to vote receives a ballot and that no member receives more than one ballot. The chairman should ask,

"Is any one without a ballot?"

before giving his instructions. Ballots should be folded once to insure secrecy, but the chairman should instruct the members not to fold them more than once so as to avoid causing the tellers unnecessary delay. When the chairman is sure that all of the ballots have been made out, he instructs the tellers to collect them.

Another method of collection is to place a ballot box in charge of two tellers, and to instruct the members to drop their ballots into this box or hand them to one of the tellers who immediately drops them into the box. If a ballot box is used, each teller should be provided with an alphabetical list of all members, so that he may, as each member casts his ballot, check his name off the list. This prevents any member from casting more than one vote.

When all ballots have been cast, the tellers may retire to another room, or they may count the ballots in the presence of the assembly, according as they are directed by the chairman. Any member who desires to do so has the right to be present when the ballots are counted.

Counting Votes. — Propositions or candidates to be voted upon should be listed upon a large sheet of paper or upon a blackboard so placed that it can be seen by all. One of the tellers acts as a secretary and records the votes, as they are read, upon the paper or blackboard. Another teller takes the ballots from the box or hat one by one, reads aloud the contents of each, and then hands it to a third teller, who glances both at the ballot and at the record to see that the vote has been correctly read and recorded. The recording teller draws a mark after the proposition or the name of the candidate receiving a vote and repeats aloud each vote, as he records it. When four marks have been recorded after the name of a candidate or proposition, the teller draws a line through the four instead of putting down a fifth, thus dividing the marks into groups of five, and making them easier to count. The record will appear somewhat as follows:

Victor Bently . . .	𝍸	𝍸		10
Ruth Mantz . . .	𝍸	𝍸	111	13
Ben Whitaker . . .	𝍸	111		8
Total				31

Tellers' Report. — Three rules guide the tellers in the acceptance or rejection of ballots:

1. When two or more ballots are folded together, all are rejected as illegal and are reported, in counting, as one fraudulent vote.
2. Votes for or by ineligible persons are rejected and reported as illegal.
3. Blanks are ignored.

A technical error, where the intention of the voter is plain, does not invalidate a ballot. For example, if the name of a candidate is Mrs. Rosemary Peet, and a ballot reads Miss R. Peet, the vote is credited to the candidate for whom it is obviously intended. If the tellers are in doubt as to the validity of certain ballots, they should report the facts to the chairman, who presents the matter to the assembly for decision.

The tellers' report is submitted in the following form:

TELLERS' REPORT

For Office of President

Number of legal votes cast	98
Number necessary for election (when majority is required)	50
Mr. M. O. Wildman received	61
Mr. J. W. Stuart received	34
Mr. R. C. Jensen received	3
Number of illegal votes cast	20
Mr. A. M. Merritt (ineligible) received	19
Three ballots containing votes for Mr. Wildman rejected as fraudulent	1

Signatures of Tellers.

Announcing the Vote. — The chairman of the tellers reads the report to the assembly and then hands it to the chairman of the meeting, who rereads it and announces the successful candidates or measures. One of the tellers delivers the ballots in a sealed package to the secretary of the meeting, who retains them for at least one month in case the assembly should order a recount, which may be had by a majority vote.

If no proposition or candidate receives the necessary majority, another vote is immediately ordered by the chairman. By a standing rule, or by a majority vote,

the candidates on a second ballot may be limited to the two who have received the highest number of votes on the preceding ballot. The organization must continue balloting until some candidate or measure receives the requisite number of votes.

Voting by "Yeas" and "Nays." — When it is desired to record the vote of each member, the method of voting is by roll call, or as it is technically known, by "Yeas" and "Nays." This method is used chiefly in organizations whose membership consists of representatives responsible to other organizations or groups of people. In Congress, for example, each senator and representative is responsible to his constituency (that is, to the people who live in the territory that he represents) for his vote upon many questions. The method of taking the final vote by roll call serves as a record for the people of how their representatives have voted on public questions. A vote by "Yeas" and "Nays" must be ordered by a majority vote of the assembly or provided for in the by-laws.

If a vote by "Yeas" and "Nays" is ordered, the chairman states the question thus:

> "All in favor of the motion before the house will, as their names are called, answer 'Yea' (or yes). Those opposed, 'Nay' (or no). The secretary will please call the roll."

The name of each member is then called in alphabetical order, except that of the chairman, which is called last. If a member does not wish to vote, he may answer "present." The secretary should always be prepared for a vote by this method with a roll made out on a separate sheet of paper. The vote is recorded and the original record sheet incorporated in the minutes by the

secretary according to the form found on page 205. The secretary hands the record of the votes to the chairman, who announces the result.

A motion may always be voted upon by several methods in turn if the assembly so decides. For example, a vote may be taken *viva voce*, by show of hands, by rising, and then by ballot. However, if it is apparent that certain members are proposing additional methods of voting for the purpose of consuming time, the chairman should rule these motions out of order and explain his reason for so doing.

General Consent. — "General consent" is a method of deciding a question without taking a vote upon it. This decision by general consent is accomplished in two ways. The chairman may, without waiting for a motion, dispose of the business by "assuming general consent." For example, if a speaker who has reached his time limit for speaking is intensely interesting to the assembly and it is evident that the members all wish him to continue, the chairman may say,

> "If there is no objection, the speaker will be allowed five additional minutes."

The second method of general consent applies when a motion has been proposed that the chairman feels certain is favored by all members. For example, if the custom of the organization is to refer all bills to the auditing committee before payment, and some one moves to refer a certain bill to the auditing committee, the chairman can say,

> "If there is no objection to the motion, it is carried by general consent, and the bill is referred to the auditing committee."

If before any other business has been transacted any one says,

"I object,"

the process of general consent must be abandoned. Even if the chairman has announced that the motion is carried by general consent, when any member says "I object," the question must be stated by the chairman and voted upon in the regular manner.

This method is little used, except for a few motions. The purpose of thus disposing of a motion without taking a vote is to save time and expedite business. It is a practice that should never be employed except in routine motions, such as approving minutes, or in unimportant matters concerning which it is fairly certain that there is unanimity of opinion.

Voting by Mail or by Proxy. — In an organization the membership of which is limited to residents of a certain town or section, only those members who attend a meeting have a right to vote upon questions that are decided at the meeting, unless voting by absentees is specifically authorized in the by-laws. Some organizations, however, are composed of members who are scattered throughout a state or country, thus rendering frequent meetings impossible. Under such circumstances it is customary to allow all members to vote on important propositions and on candidates by *mail*. A printed copy of the proposed amendments or measures, or a list of the candidates, followed by two columns, one headed "Yes" and the other "No," is mailed to each member by the corresponding secretary, together with directions as to how the ballot should be marked. The ballots are then filled out by the members and returned to the secretary

within a specified time. The only way to secure secrecy under such a method is to require each member to seal his ballot in one envelope upon which there is no mark of identification, and to inclose this in another envelope upon the outside of which he writes his name. The secretary then checks up the list of those voting according to the names written on the outer envelope and gives the inner envelope containing the ballot still sealed to the tellers. If it is desired to acquaint the members with the reasons for favoring or opposing the measure or candidates to be voted upon, the leaders of both sides may be given an equal amount of space on the reverse side of the ballot, in which they may set forth their views in print.

Proxy is a method of voting by which one person casts a vote in the place of, and at the request of, an absent member. Voting by proxy means that a person who is entitled to vote assigns in writing his right to vote to another person who, by this means, may cast as many votes as he holds written permissions of legal voters. In corporation meetings where membership is based upon the possession of stock, and is consequently transferable, voting by proxy is often permitted by state law. Its use in organizations where all members have an equal right in voting is ill-advised and is never permissible unless specifically granted by the by-laws.

Changing a Vote. — A member may change his vote (unless the vote was taken by ballot) up to the time that the results of the vote have been announced finally by the chairman. This he does by rising and, without waiting for recognition, saying,

"Mr. Chairman, I wish to change my vote."

If the vote has already been announced by the chairman, a member can change his vote only by the passage of a motion permitting the change. This motion may be proposed by the member who wishes to change his vote, or by any other member, and requires a majority vote.

Votes That Are Null and Void. — There are certain motions that are never in order and the vote upon which, even though unanimous, is null and void. Among these are the following:

1. A motion that conflicts with the laws of the nation, state, or city, or with the constitution or by-laws of the organization.
2. A rule that conflicts with a rule of higher authority; as, for example, the general parliamentary rule requiring a two-thirds vote to amend the by-laws would be rendered null and void by a by-law that required a three-fourths vote, because parliamentary law is always secondary to a rule passed by an organization.
3. A motion to set aside or to suspend rules that are designed to protect absentees: such as requiring that notice be given before certain motions can be voted upon.
4. When it is required that a vote be taken by ballot, a motion that forces members to disclose their opinions and thus defeat the object of a vote by ballot, which is secrecy; for example, a motion to make a vote unanimous unless this motion itself is voted upon by ballot.

Kinds of Votes. — *A majority vote,* if unqualified, means at least one more than one-half of the legal votes cast (a quorum being present). The phrase is sometimes

qualified; as, for example, "a majority vote of all members present," or "a majority vote of the total membership." Thus in an organization with a membership of 200, if 53 are present and only 40 vote upon a motion, the term "majority" would be variously defined as follows:

1. A majority — 21
2. A majority of the members present — 27.
3. A majority of the total membership — 101.

Almost all motions are decided by a majority vote, on the principle that the "will of the majority should rule." The few exceptions to this rule occur in instances where a general right is violated. For example, a motion that cuts off debate, because it interferes with the general and natural right of a proposition to discussion, requires a two-thirds vote. A majority is always sufficient to elect to office, and in most organizations is the vote required.

A two-thirds vote means two-thirds of the legal votes cast, except when it is specified that a two-thirds vote of all present, or of the entire membership, is required. There are certain natural or fundamental rights that membership in an organization confers, which include the right to introduce any legitimate motion; the right to debate, and have debated, any motion properly introduced; and the right to know that any rule of order once adopted will remain in force. These rights, together with the right to retain membership and be elected to office, are the fundamental rights of every member. When one of these natural rights is set aside, the interfering motion must be agreed upon by at least two-thirds of the members voting.

A plurality vote means one more than the total num-

ber of votes received by any other candidate or measure and can be used only when several candidates or measures are to be voted upon. The candidate or measure receiving the largest number of votes is said to have received a plurality vote. This means that he has at least one more vote than any other candidate. He may or may not have a majority of all the votes cast. Unless an organization has a special rule to the contrary, a plurality vote never elects. The plurality vote is used chiefly in local and state elections.

Suppose that the tellers report the following results in an election:

Hester Nelcher	21
Carson Clark	22
Elizabeth Wise	23
Total	66

Elizabeth Wise has a plurality vote because she has more votes than any other one candidate. No candidate, however, has received a majority vote since majority means at least one more than half of the total number of legal votes cast.

A tie vote means that an equal number have voted in favor of each side, and it results in the loss of a motion unless the chairman has not already voted and wishes to cast his vote for the motion, which he may do except when the vote has been taken by ballot or by roll call.

The chair has the privilege of voting if his vote will change the decision; for example, if the body has voted 10–10, the motion is lost, but he may save it by voting affirmatively and making the result 11–10. If the body has voted 10–9 and the motion is carried, he may vote

negatively, and so may cause it to lose by making the result 10–10.

A *unanimous vote* occurs when a candidate or measure receives the total number of legal votes cast. One common error that arises in connection with voting is to suppose that a vote may be made unanimous without the unanimous vote of the assembly. One negative vote defeats a motion to make a vote unanimous. In the case of an election only the candidate receiving the second highest number of votes or one of his friends should propose the motion to make a vote unanimous. This motion is one that really has no legal value, when made. As one parliamentarian well expresses it, "the counted vote is the vote that elects, and in such a case has elected the party, and is the only vote that counts." The motion to make a vote unanimous is merely a compliment, and a questionable one at that, but does not change the legal vote in any particular, much less make it unanimous.

Etiquette in Voting. — While it is always the right, and usually the duty, of every member to vote upon every question, he cannot be compelled to do so. If he does not vote at all, a member is counted (not technically, but morally) as having voted on the prevailing side (winning side, whether affirmative or negative).

There are two cases in which a member should not vote. As a general principle no one can vote upon a question in which he alone is interested. Where more than one member is concerned in a proposition, however, no one is excluded from voting. In cases where charges have been preferred against a member he, naturally, can have no part in a vote affecting his own trial.

A member who has been nominated for office may vote for himself or, as a matter of courtesy, may cast his vote for an opponent. By allowing himself to be nominated for the office, however, he has in reality stated to the assembly that he feels himself qualified for the office and that he desires to be elected. To vote for another person, then, is to express at least a formal desire to see his competitor elected, and is inconsistent with the position he has taken.

Exercises

1. Let the class imagine that it is holding a regular meeting of the city council. Present in turn three different motions concerning street improvements. Vote upon the first *viva voce* and by division of the assembly, the second by ballot, and the third by "Yeas" and "Nays." In conducting the vote by ballot be sure that every rule applying to this method of voting is observed.

2. Give a three-minute impromptu speech on the subject, "Why business should not be conducted by 'general consent.' "

3. Let the class imagine that it is the student body of the school. Present two motions: one concerning a clean-up campaign to be waged the following week; the other concerning the unsportsmanlike spirit manifested by a few members at the last football game. Use several methods of voting in deciding these motions.

Lesson IX

NOMINATIONS AND ELECTIONS

Time and Method of Elections. — The time of holding elections for regular officers is determined by the constitution or by-laws, but elections to fill vacancies or to select delegates or committees may be held at any regular meeting, or at a special meeting called for that purpose if no provision for these is included in the by-laws.

If no method of nominating and voting upon candidates is provided in the rules of the organization, any member may propose a motion determining the method. If the election is pending, this motion is an incidental motion.

Methods of Nomination. — A nomination is the formal presentation to the assembly of the name of a candidate for the office to be filled. It may be made *from the floor*, or by a *nominating committee*, or *by ballot.*

Nominations from the Floor. — Nominations from the floor are in order as soon as the chairman calls for them as follows:

> "Nominations for the office of (name office) are now in order."

Any member may rise and nominate as follows:

> "I nominate Mr. Harvey for president."

The nomination does not require a second, although this may be added if some member desires to express his approval. In some organizations it is customary to precede

the actual nomination by a speech describing the fitness of the candidate. If the assembly does not object, this proceeding is in order. In very large organizations it is valuable as a means of acquainting the members with the candidate and his record. In small assemblies where the candidates are known to all the members, nominating speeches are a waste of time.

As the chairman hears a name placed in nomination, he repeats it and the secretary records it, while another member writes the name on a blackboard or on a sheet of paper so placed that the assembly can see it plainly. No member may nominate more than one candidate for each office.

When there appear to be no further nominations, the chairman inquires,

"Are there any further nominations?"

If no other nominations are presented, the chairman may "declare the nominations closed," or some member may propose a motion to close nominations. This motion, although a main motion, requires a two-thirds vote, and cannot be proposed until a reasonable time has been given for the presentation of additional names.

When nominations have been made from the floor and have been formally closed, but no voting has been begun, they may be reopened by a motion to this effect. This motion requires only a majority vote.

Nominations by Nominating Committee. — Another method of nomination is by the selection of a nominating committee whose duty it is to choose and present nominees. This committee may be appointed or elected as the assembly may choose or as stated in the by-laws.

Usually the committee is chosen at the meeting preceding the one at which the election is to be held, in order that ample time may be allowed the committee to select candidates. The nominating committee presents its report at the time named in the instructions given, or at the time provided for in the by-laws. This report presents to the organization the names of one or more members as candidates for each office.

When the report of the nominating committee is presented, it is not adopted, but the names are posted before the assembly and are treated as if the persons named therein had been nominated from the floor. The chairman asks if there are any other nominations, and if there are any made from the floor he adds these to the list of candidates presented by the committee.

Nominations by Ballot. — To nominate by the ballot method, the chairman directs the tellers to pass out ballots. The member writes after each office the name of one person whom he desires to nominate. If a candidate receives a majority of all the votes cast for a particular office, it is usual to declare that candidate elected for that office. If not, a second ballot is then taken, in which the candidates nominated by the previous ballot are voted upon. If a candidate receives a majority vote he is elected. Otherwise, a motion that all but the two candidates, who have received the highest number of votes on the second ballot, may be proposed before the third ballot is taken. The third ballot then becomes the decisive vote, or in other words, the electing ballot.

Voting for Candidates Not Nominated. — When nominations have been made from the floor or by a nominating

committee, the voters are not limited to voting for one of the nominated candidates. They may vote for any one who is eligible regardless of whether he has been nominated or not, and any one receiving the necessary majority is elected.

Voting on Nominations. — After the nominations are closed, the assembly proceeds to vote upon the names by the method laid down in the constitution. If the constitution makes no provision for voting, it may be done by any of the methods of voting described in Lesson VIII.

An election becomes effective immediately if the candidate is present and does not decline, or if he is absent but has consented to his candidacy. If he is absent and has not consented to his nomination, the election becomes effective as soon as he is notified if he does not decline immediately. Unless some other time is specified in the by-laws, an officer assumes the duties of office as soon as he has been elected.

Exercises

1. Let some student be prepared to give a report on how the President of the United States is elected.

2. Let the class act as a Chapter of the American Red Cross holding its annual meeting for the election of the following officers: a chairman, a secretary, a treasurer, and a board of directors.

3. During the election let two students be prepared to nominate, with forceful nominating speeches, their respective candidates for chairman.

4. At the same meeting the newly elected officers may be installed. A guide for the Oath of Office is contained on page 204 of the *Model Forms*.

Lesson X

PRECEDENCE OF MOTIONS[1]

Relative Importance of Motions. — During the growth of parliamentary procedure a large number of motions have developed, some of which are of more importance than others. Consequently, a definite order governing the presentation and consideration of each motion has been established. This order, or rank, of motions is termed *precedence* and forms one of the most interesting, yet one of the most perplexing, features of the procedure of assemblies.

The motions in the chart on page 241 are arranged in order of their rank, or precedence, beginning with the main motion (motion No. 13) which has the lowest precedence, and ending with the motion to fix the time and the place to which to adjourn (motion No. 1), which has the highest precedence. To say, for example, that motion No. 9 takes precedence over motion No. 13 is equivalent to saying that if motion No. 13 is pending, motion No. 9 may be introduced and must be decided before motion No. 13 may again be considered.

Rules of Precedence. — The basic principle of the precedence of motions is that any motion of higher rank

[1] The chart on page 240 and its explanation should be used constantly in the study of this lesson, as the lesson is in reality an exposition of the material contained in the chart. It will be found helpful to hang an enlarged copy of the chart in the front of the room during practice work. After a few recitations, the students will have become familiar with the chart.

than the immediately pending motion is in order, while any motion of lower rank than the immediately pending motion is out of order. To illustrate this rule let us suppose a main motion has been proposed and is being considered, and an amendment, which is a motion of higher rank, is moved. The main motion must then surrender its right to attention until the amendment, which has become the immediately pending motion, is disposed of. If while the amendment is still pending, the previous question is moved, the latter motion, being of a higher rank, becomes the immediately pending motion, and no motion of lower rank is in order until it has been disposed of, although any motion of higher rank is in order. For example, the motion to adjourn is in order and may be moved before the previous question is voted upon, as it is a motion of still higher precedence. Thus there are four motions pending before the house, all presented in the order of their precedence. If no other motion of higher rank is proposed, the assembly immediately begins to consider and vote upon the motions in the order of their rank, beginning with the highest. The motion to adjourn is first voted upon. If it is lost, the previous question again becomes the immediately pending question and any motion above the previous question is in order. If none is proposed, however, the previous question is voted upon, after which the amendment and the main motion are each decided in turn. To summarize, the general rule is that when a motion is pending any motion of higher precedence is in order, but no motion of lower rank can be proposed. As the illustration has indicated, the vote on a series of motions is taken in inverse order to the

order in which they are proposed; that is, the motion last proposed is voted upon first.

One further illustration will clarify this subject of precedence. Imagine the following situation. A main motion is proposed to the effect that "all members be assessed one dollar for the purpose of purchasing new tennis balls." While this question is under consideration some member, feeling that the amount of the proposed assessment is too small, moves to amend the motion "by striking out the word 'one' and inserting in its place the word 'two.'" After this proposed amendment has been stated by the chairman, it occurs to some one that the question of the purchasing of tennis balls could better be considered by a committee that could take the time to investigate prices. Consequently, he moves to refer this motion to a committee. After this motion has been stated by the chairman, another member, thinking that the matter should not be turned over to a committee but should be decided by the organization at some later date, moves "to postpone the consideration of the motion until Friday at three o'clock."

A member, at this point, rises to a point of order and calls the attention of the chairman to the fact that there "is disorder in the rear of the room." Since this is an incidental motion and may come in at any time, but must be decided at once, the chairman will immediately state that the point of order is (or is not) well taken and will order quiet restored.

While the assembly is again considering the question of postponement, some member moves to adjourn, and before this motion has been voted upon some one else, realizing that no definite time for the next meeting has

been set, may move that "when we adjourn, we adjourn to meet here on Monday at two o'clock."

There are now the following motions still undecided before the assembly:

1. Main motion (purchase of tennis balls) . . . . . No. 13 on chart
2. Amendment (substitute $2 for $1) No. 11 on chart
3. Refer to a committee . . . . No. 10 on chart
4. Postpone definitely (Friday at 3 o'clock) . . . . . No. 9 on chart
5. Adjourn . . . . . No. 2 on chart
6. Fix time and place to which to adjourn (here on Monday at 2 o'clock) No. 1 on chart

The motions are then disposed of in inverse order to that in which they were proposed. The motion to fix time and place to which to adjourn is disposed of first, and after it has been decided, a vote is taken upon the motion to adjourn. Naturally, if this motion carries, the consideration of the whole matter of the purchase of tennis balls with its attendant motions is dropped until "unfinished business" is called for at the next meeting. If the motion to adjourn fails to carry, however, the motion to postpone until Friday at three o'clock is the next motion to be considered. Debate upon the question is called for and when it is completed a vote is taken. If the motion to postpone fails to carry, the motion next entitled to consideration is the motion to refer to a committee. It might be, however, that some member desires to introduce a question of privilege (motion No. 4) at this point. This is permissible since this motion has a higher precedence than the highest

pending motion; namely, refer to a committee (motion No. 10). The assembly next considers the question of privilege and then comes back to the motions still pending and considers them in turn until all are disposed of.

All these motions are not ordinarily applied to one main motion, but often one main motion with several attendant motions will be pending at once. The examples are more complicated than any situation that would ordinarily arise in a class organization, but with the aid of the chart even a most difficult procedure is easily handled.

It will be noted that the incidental motions are appended to the chart of precedence, but are given no place in it. This is because they have no relation to the transaction of the main business before the assembly, but arise out of particular situations or motions and are incidental to them. They are in order whenever a situation arises that requires one of them, but as they are purely incidental, it is important that the regular course of business of the assembly should not be interrupted by them for any longer period of time than is essential. Consequently, custom has prescribed that these incidental motions must be disposed of as soon as they are brought before the assembly in order that the regular order of business may be resumed. The only exception to this rule is that a privileged motion may be proposed and voted upon even when an incidental motion is pending.

It has already been stated that the basic principle of precedence is that each motion is given a rank according to its importance, and must be proposed, considered, and disposed of according to that rank. Incidental

motions violate this basic principle in that they can be proposed whenever the need for them arises, are entitled to immediate consideration, and must be immediately disposed of. They, therefore, have no definite place in the chart of precedence.

Just as the foundation of a house must be laid before a superstructure can be built, so a main motion, which is the basis of all new business in an assembly, must be proposed first, and hence is of lowest rank.

All subsidiary motions are proposed for the purpose of modifying or disposing of a main motion, and consequently, they are proposed when a main motion is before the house and must be disposed of prior to the disposition of the motion to which they apply. It is reasonable, therefore, that they are of higher precedence than the main motion.

Privileged motions have no relation to the specific motion or motions before the house. They are motions that concern the convenience or welfare of the assembly as a whole. It is logical, therefore, that such motions should have precedence over all others.

The incidental motions have no precedence because they are concerned only with incidental matters that arise out of the business before the house, and are proposed only when needed.

Exercises

1. The following motions have been proposed in incorrect order and are before the house. Rearrange them in their correct order of precedence.

   a. Amendment.
   b. Limit debate.
   c. Main motion.

d. Lay on the table.
e. Amendment to amendment.
f. Previous question.

2. Give a three-minute report on the subject, "The principles of the precedence of motions."

3. When may incidental motions be proposed, and when must they be disposed of?

4. Arrange in their order of precedence the motions that you have studied in class thus far.

5. Hold a regular meeting, dispensing, however, with everything in the order of business previous to "New Business." Some one introduces a main motion, and the members in turn introduce, in the order of their precedence, as many motions as possible and then dispose of them by voting upon each one in correct order.

6. Call upon the secretary to read a resignation previously prepared by some student. Have the secretary prepare for the next recitation his reply to this resignation. (See Appendix for *Model Forms*, page 218 and pages 220–221.)

Lesson XI

THE FORMATION OF AN ORGANIZATION

Types of Organizations. — There are three types of organizations, classified according to the probable duration of their existence: *temporary*, *semipermanent*, and *permanent*. A *temporary organization* is one created with the intention of existing for only one or two meetings, and is dissolved as soon as the object for which it is formed is accomplished. A good illustration of a temporary organization is a mass meeting. A *semipermanent organization* is one originated for the purpose of holding a short series of meetings, such as a convention. A *permanent organization* is one formed for the purpose of conducting a series of meetings extending over a considerable period of time.

Call for Initial Meeting. — A certain procedure is followed when a group of people form an organization. The initial steps in the creation of all three classes of organizations are identical. The first step is for the persons interested in the formation of the organization to decide upon a time and place for the initial meeting, a temporary chairman, and a method of issuing a call for the initial meeting. This call may be issued by personal invitation or by publication of a notice that the organization is to be formed. An illustration of a correctly prepared call for both a public and an invitational meeting is found in the Appendix on page 203, in the section entitled *Model Forms*.

Choice of Temporary Officers. — When a group of people who have responded to the call have come together, a member previously selected calls the meeting to order in the following manner:

> "The meeting will please come to order. I nominate Mr. Kimball for temporary chairman."

The member who calls the meeting to order, instead of making the nomination himself, may ask for nominations for temporary chairman from the floor. The vote on the nomination is then taken by him,

> "All in favor of Mr. Kimball for temporary chairman say, 'Aye.' Those opposed, 'No,'"

and he announces the result as follows:

> "A majority having voted in the affirmative, Mr. Kimball is elected temporary chairman. Mr. Kimball will please take the chair."

Usually only one person is nominated for temporary chairman, because he holds office for only a short time. If, however, additional persons are nominated from the floor, a vote is taken on all the names, in the order in which they were nominated, until one candidate has received a majority. This candidate is then declared elected and assumes the chair.

The temporary chairman immediately opens nominations for a temporary secretary by saying:

> "Nominations for a temporary secretary are now in order."

This officer is elected in the same manner as the temporary chairman.

Completion of Temporary Organization. — After the temporary officers have been elected, the temporary

chairman calls upon one of the members interested in the formation of the organization to explain the purpose of the meeting. A short discussion as to the purpose of the organization that is about to be formed may be allowed. A member then presents a motion or resolution that the assembly organize for the purpose named in the call. Usually this motion or resolution is phrased by the members interested in the formation of the organization before the time for the first meeting, and several members are prepared to explain the motion or resolution. The form varies greatly according to the purpose and permanency of the organization to be formed. The following are examples of resolutions for organizing:

1. *Resolutions for a Temporary Organization.*

Resolved, That this assembly form itself into a temporary organization for the purpose of protesting against the proposed action of the County Board in granting a franchise to the Ocean Railway Company permitting the latter's operation within the county of Kent.

Resolved, That the temporary chairman of this meeting attend the next meeting of the County Board as a representative of this organization, and that he present to the Board a protest signed by the members of this organization against the granting of the franchise.

Resolved, That a copy of these resolutions, with a list of the names of all members present and a summary of the principal speeches made at this meeting be presented to each newspaper published in this county.

2. *Resolution for a Semipermanent Organization.*

Resolved, That this assembly form an organization to be known as the Stuart Booster Club for the purpose of securing the election of Rex Stuart as Senator from this state in the coming election.

3. *Motion for a Permanent Organization.*

"I move that this assembly form a permanent organization to be known as the Piedmont Chamber of Commerce."

After discussion, a vote is taken on the motion or resolution. If the organization is to be a temporary one, no further steps are necessary, and the newly organized body proceeds to transact the business for which it was created.

Semipermanent Organization. — When it is desired to hold a short series of meetings to accomplish a certain purpose, additional steps are added to the procedure necessary for the formation of the temporary organization. First is the selection or appointment by the chairman of a committee to nominate officers for the duration of the organization. Then, a committee on rules is selected, or appointed, whose duty it is to draw up rules that shall govern the semipermanent organization. These rules correspond to a constitution in a permanent organization. They are simple, and usually provide for the time and place of meeting, parliamentary authority, admission of members, and method of handling funds.

Permanent Organization. — The formation of a permanent organization also requires steps additional to those necessary for the formation of a temporary organization. When a vote has been taken that decides the purpose of the organization to be formed, a motion providing for a committee to draft the constitution and by-laws is introduced in some such form as follows:

"I move that a committee of three (or any desirable number) be appointed to draft a constitution and by-laws for this organization, and to present the same at our next meeting."

If this motion is carried, no other business except a motion to adjourn can be considered, since a permanent organization has no law under which to operate until it has adopted a constitution. The motion to adjourn must state the time and place of the next meeting since the organization has as yet provided for no regular meetings. The form is as follows:

"I move that we adjourn to meet on Wednesday evening at eight o'clock in the Municipal Auditorium."

Some interested members may anticipate the formation of the organization by preparing in advance a constitution and by-laws. Then the meeting need be adjourned for a few minutes only, after which the assembly is called for the second meeting. The motion to adjourn the first meeting would then be stated thus:

"I move that we adjourn to meet in three minutes."

The Second Meeting. — The temporary chairman elected at the first meeting calls the second meeting to order and requests the temporary secretary to read the minutes. After the reading of the minutes, the chairman asks:

"Are there any corrections to the minutes?"

If no one offers any corrections, the chairman says:

"The minutes stand approved as read."

If corrections are noted, the chairman directs the secretary to make them, then says:

"If there are no further corrections, the minutes stand approved as corrected."

After the minutes have been read and corrected, the report of the committee appointed to draw up the con-

stitution and by-laws is called for by the temporary chairman as follows:

> "The assembly will now listen to the report of the committee on constitution and by-laws."

This report is read and the constitution and by-laws are adopted according to the method explained in the next lesson.

The election of the permanent officers for the organization is the next business in order after the adoption of the constitution and by-laws. Following the election, any business that the organization desires to transact is in order.

As one of the by-laws designates the parliamentary authority to be recognized by the new organization, it is understood that the conduct of the remainder of its meetings will be governed by the rules set forth by that authority.

Exercises

The exercises for this lesson are particularly important as they are the beginning of a series and will continue through Lesson XV. The class has by this time become sufficiently acquainted with parliamentary procedure to make it profitable to form the members into a permanent organization. If the students are congenial and desire to promote "class spirit," a club will offer this opportunity and in addition will make practice work more practical.

If a majority of the students are interested in civics, a school civic center may be formed. This organization can discuss and formulate plans to raise the civic standard of the school in the same manner that an advisory council works out plans to make a city ideal. School spirit and loyalty, fair play in athletics, a respect for authority, a pride in clean surroundings, and a spirit of honor in examinations are suggested lines of consideration.

If, on the other hand, the students are more interested in public

speaking or oral English, a "forum," or a club for discussion, is advisable. This club may emphasize the ability to express one's ideas in public by holding debates and oratorical contests, and by giving frequent practice in extemporaneous speaking before the class. Current events, experiences, and any of the civic questions mentioned in connection with the civic club will serve as material for the discussion.

The steps necessary to perfect the organization of an unorganized group of students are explained in this lesson and in the five lessons that follow. First comes the formation of a temporary organization. This temporary organization serves until a constitution can be prepared and adopted, after which it is replaced by a permanent organization. The next step is the understanding of the duties and the necessary qualifications of the permanent officers that are to be chosen, so that the best selection possible may be made. The election of these officers follows, and the task of creating and instructing committees is next in order. Last of all, a knowledge of the methods that the new organization must follow in conducting its meetings is needed.

Until now the practice work has been based upon imaginary organizations, but beginning with this lesson the class may commence the construction of a real organization and will find all of the practice work necessary in real situations.

As practice work for this lesson, a temporary organization should be formed and a committee chosen to draft a constitution and by-laws.

This committee must study the next lesson and be ready to report a constitution drafted according to the principles outlined there. As an aid in drafting the constitution refer to *Model Forms* on pages 212–215 in the Appendix.

Lesson XII

CONSTITUTION, BY-LAWS, AND STANDING RULES

Rules Governing an Organization. — Every properly constituted organization has a set of laws, or rules, governing the actions of each individual member of the group, and of the body as a whole. Some organizations that own property are incorporated under the laws of their state and are chartered by the state. Their charter contains restrictions and privileges that are superior in authority to any rules that the organization may adopt. Many organizations, however, are not incorporated, and each creates and adopts the rules by which it is governed.

These rules differ widely in details, but they all deal with the same fundamental subjects. In some organizations the important rules and unimportant details are all grouped together into one set of rules. In a correctly organized society, however, these rules are divided, according to their importance, into sets of regulations called *constitution*, *by-laws*, and *standing rules*.

A *constitution* is a compilation of the fundamental rules defining the government of an organization. Just as our Federal Constitution states the fundamental laws and principles under which the people of the United States live, so the constitution of any organization lays down the basic rules and principles that are to govern its members. Our federal Constitution is the supreme law and authority of our country. Any law that con-

flicts with it is invalid. The same principle holds true in any organization, and a rule that is in conflict with a constitutional provision is null and void.

The *by-laws* of an organization might be compared to the laws passed by Congress; both are detailed regulations for carrying out the provisions and purposes of the Constitution, to which they are supplemental. Whereas a good constitution is always brief, since it enunciates only fundamental principles, the by-laws are longer, because they are elaborations of the principles laid down in the constitution.

Some organizations find it advisable to have an additional group of rules for their government. These rules are more or less temporary in character, and are known as *standing rules*. Standing rules may be created at any meeting by a majority vote, and remain in force until repealed or annulled by a majority vote. An example of a standing rule used in some organizations is, "Any member coming later than ten minutes after the meeting is called to order shall be fined twenty-five cents, the proceeds to go into the fund for the annual dinner."

It is customary for an organization to include as one of its by-laws the name of the book of parliamentary procedure that it intends to follow as its authority. One or more of the rules of common parliamentary practice as laid down by the author whose book is adopted may be unsuited to the peculiar needs of the organization, and, therefore, may be replaced by special rules of procedure. These special rules are known as "rules of order" and, of course, are superior in authority to the rules of common procedure. They are created by a

majority vote of the assembly and remain in force until rescinded by the same vote. An example of a rule of order very frequently adopted is one establishing a different time limit for debate, because the time limit of ten minutes that is dictated by common parliamentary practice is either too short or too long for many organizations.

The Relation between the Constitution, the By-laws, and the Standing Rules. — The division of the rules governing an organization into constitution, by-laws, and standing rules serves to classify each rule according to its importance and to the consequent ease with which it may be changed. The relationship among these groups of rules may be likened to the construction of a trunk. A constitution may be compared to the steel framework of the trunk; the by-laws to the trays, locks, hinges, and handles; the standing rules to the ropes and labels that are at times attached to the trunk.

The Drafting of a Constitution. — The first duty of the committee appointed to draft a constitution is to study the constitution of several similar organizations. This should be followed by a discussion among the members of the committee of the purposes and plans of the new organization, so that these may be provided for in the constitution. Once the needs of the society have been determined, the actual writing of the constitution is a simple task. The style requires only brevity and clarity, while the subjects and forms are already laid down by common parliamentary procedure.

There are five or six fundamental subjects in the government of an organization, each of which forms an article of the constitution. These various articles are

named to indicate the essential subjects that the constitution must contain. They are as follows:

PREAMBLE

Article	I	Name
"	II	Membership
"	III	Officers
"	IV	Executive Committee, or Board (if desired)
"	V	Meetings
"	VI	Amendment

The preamble consists of a brief statement of the aims and purposes of the organization.

Article I states the name of the organization; and if the preamble is omitted, it contains a short statement of the purpose of the organization.

Article II defines the general requirements necessary for membership.

Article III contains a list of the officers of the organization and determines the length of their term of office.

Article IV provides for a board of directors, or an executive committee, and for the method of selecting it. If no executive committee is desired, this article is omitted.

Article V states the time for regular meetings and provides a method by which special meetings may be called.

Article VI contains a statement of the method of amending the constitution and of the vote required for such amendments.

Drafting of By-laws. — The by-laws contain all of the details necessary to amplify and carry out the provisions of the constitution. These are arranged so that all by-

laws dealing with the same general subject are grouped together into one by-law, which in turn is divided into sections. For instance, there are usually several by-laws or provisions relating to committees each of which constitutes a section. These should be arranged in consecutive order and together form a by-law called "Committees."

The subjects that are usually dealt with in the by-laws are as follows:

1. The detailed requirements for membership
2. Method of admitting members
3. Dues
4. Detailed duties of officers
5. Detailed duties of committees
6. Election of officers and committees
7. Provisions for calling and conducting meetings
8. Parliamentary authority
9. Number constituting a quorum (the number of members that must be present at a meeting before business can be legally transacted)
10. Method of amending the by-laws

As a guide in drafting constitutions and by-laws refer to pages 206–215 of *Model Forms* in the Appendix.

Adoption of the Constitution. — When the committee appointed to draft the constitution and by-laws is ready to report, the chairman of the committee announces this fact to the presiding officer (temporary chairman) of the assembly in case the presiding officer fails to ask for the report. A motion is then made by the chairman of the committee to adopt the constitution and by-laws since no business can come before the house except in the form

of a motion. The presiding officer states the motion in the following form:

> "It has been moved and seconded to adopt the constitution and by-laws reported by the committee. The question is on the adoption of the constitution, which will now be read."

The chairman of the committee then either reads the constitution, or hands it to the secretary to read. Each article and section is read separately, and as soon as each is read, the temporary chairman calls for amendments to it. If an amendment is proposed the temporary chairman states this to the assembly, and after discussion it is voted upon, but no article or section itself is voted upon at this time. The preamble is read last, because it is intended to express the spirit of the constitution and changes in the constitution might necessitate changes in the preamble. When the reading and amending of all the articles and sections of the constitution is completed, the temporary chairman of the assembly asks:

> "Are there any amendments to the constitution as a whole?"
> *or* "Is there any discussion upon it?"

If no amendments are proposed, and if no one rises to discuss the constitution further, the chairman takes the vote upon the original motion to adopt the constitution. A majority vote is sufficient for its adoption. Following this vote, the chairman says:

> "The question is now on the adoption of the by-laws."

They are read, considered, and amended individually, and voted upon as a whole in the same manner as the constitution.

The constitution goes into effect immediately after the announcement of the vote, provided, of course, that

the majority voted in favor of it. If it is desired that some portion of the constitution or by-laws shall not go into effect until a future date, this reservation should be included in the motion to adopt the constitution. If not included in the original motion, such reservations may be added as amendments to the motion to adopt, or they may be made as incidental motions. In either case they require only a majority vote. The following is an example of a motion to adopt a constitution with reservations:

> "I move that the constitution be adopted as last read, but that Article III which establishes a method by which non-members may be admitted to honorary membership shall not go into effect until after the next meeting."

Amendment of Constitution and By-laws. — Constitutions and by-laws provide in themselves a method by which they may be amended. Two requirements are usually included in this provision. The first requirement is that notice be given at "the previous regular meeting," or at "the two regular meetings immediately preceding the one at which the amendment is to be voted upon," or some similar provision. The term "*the* previous regular meeting" is preferable to an indefinite phrase; such as, "*a* previous regular meeting," since the latter phrase would enable the proposer to delay action on the amendment indefinitely and thus defeat the purpose of giving notice.

When the constitution is drafted, the committee should take care to state explicitly what kind of notice is required. Some organizations provide that notice must consist of the reading of the exact amendment that is to be voted upon and the submission of it in

writing to the secretary at the previous meeting, while others require merely an oral statement that an amendment to a particular part of the constitution or by-laws is to be proposed at a certain meeting. The former method is the better since the essence of a provision for previous notice is that each member may know exactly what the proposed amendment is.

When there are long intervals (for example, two years) between the meetings of an organization, the constitution may provide that notice of any proposed amendments may be included in the notice of the meeting that is sent by mail to each member.

Whether notice of an amendment is given at the previous meeting or by mail, the organization must confine itself strictly to the consideration of the amendments that have been specified in the notice. These amendments, when under consideration, are main motions and are subject to amendments of both ranks, provided the amendments make no radical change concerning which notice logically should have been given. No amendment to any other portion of the constitution or by-laws than that concerning which notice was given is in order.

The second requirement that must be included in the provision for amending the constitution is that the proposed amendment must secure the affirmative vote of two-thirds or three-fourths of the members voting. In small organizations this requirement often reads "a two-thirds vote of the total membership," but such a requirement would render it almost impossible for a large organization to amend its constitution.

Since the by-laws of an organization are made up of

important details, they should require such notice as will give sufficient time for deliberation, and also the approval of a large percentage of the membership. However, it should be possible to amend a by-law with more ease and rapidity than is allowable in amending a constitution. The reason for this is that the by-laws are subordinate to the constitution and of less importance than it, and consequently their permanency may be surrounded by less rigid safeguards. For example, if the constitution requires for its amendment a previous notice at the *two* meetings preceding the time of voting and a *three-fourths* vote of the members voting, it is usual for the by-laws to require for their amendment a previous notice at the *one* meeting immediately preceding the time of voting and a *two-thirds* vote.

Revision of the Constitution and By-laws. — After a constitution and by-laws have served for a considerable period of time, it is often necessary to amend several portions of them. The simplest method when several changes are to be made is to select a "committee on revision of the constitution and by-laws," whose duty it shall be to study the constitution and by-laws and submit a report consisting of suggested amendments. An entirely new constitution or set of by-laws may be suggested as an amendment or the committee may confine itself to a few changes. In any case, the report of the committee when read is only equivalent to a member's giving notice of his intention to propose a certain amendment at a later meeting, and the report cannot be acted upon until the time required for notice has elapsed. When the time for decision arrives, each change is considered and voted upon separately, unless an entire new

constitution has been substituted, in which case the rules for adopting a new constitution are followed.

Suspension of Constitution and By-laws. — Although both constitutions and by-laws may be amended, or revised completely, they cannot be made ineffective. A constitution, therefore, can never be suspended. By-laws may be suspended only when a provision allowing for the suspension of them is included in them, and it must require at least a two-thirds vote.

Exercise

1. The new organization that has been formed by the class will hear the report of the committee on the constitution and by-laws, and after amending them will proceed with the adoption of them. If necessary, this exercise may occupy two recitation periods.

Lesson XIII

OFFICERS

The Importance of Good Officers. — An organization sometimes finds that, although it has an excellent constitution, it nevertheless fails to accomplish the work it was created to do. Such lack of vitality can generally be traced to inefficient officers, for the officers are the directors of the organization, and naturally, poor directors cannot lead a society to great achievement. To exercise care in the organization of a society, to adopt for it an ideal constitution, and then to elect weak officers, is analogous to purchasing an expensive piece of machinery and hiring an apprentice to run it. If the output be below standard, it could reasonably be attributed to the carelessness of the owner in selecting his operator. The officers of an organization should be men and women who are capable of directing it, for there is a carefully balanced ratio between the qualifications of the officers and the results attained by the organization.

Presiding Officer. — Primary in importance among the officers of an organization is the *presiding officer*. He is known by a number of different titles; in legislative bodies he is often called the speaker; in religious organizations, the moderator; and in the majority of other organizations, the president or chairman. In an assembly the presiding officer is addressed by the official

title, preceded by "Mr." or "Madam." No matter what the title may be, however, it is always correct to address the presiding officer as "Mr. Chairman" or "Madam Chairman."

Conduct of the Presiding Officer. — Parliamentary etiquette demands certain courtesies of a presiding officer. He is required to stand when addressing an assembly, and although he may be seated while discussion is in progress, he must listen closely to the speakers. While the gavel is his symbol of authority, yet an efficient chairman will seldom be forced to descend to pounding the table to obtain order. A light sharp tap followed by a refusal to entertain business until order has been restored will be found to be far more effective and in keeping with the dignity of the office. Since the personality of the chairman should be subordinated to the office that he holds, he always refers to himself as "the chair." Instead of saying, "I ask the teller to provide me with a ballot," he should say, "The chair requests the teller to provide it with a ballot." Courtesy demands that the chairman never lose sight of the fact that he is the "first servant" of the assembly, and for this reason a spirit of helpfulness toward the members of the assembly should be his chief characteristic.

Duties of the Presiding Officer. — Certain specific duties are required of the presiding officer. Chief among these are the following:

1. He must call the meeting to order at the appointed time, and during the meeting he must be constantly ready to carry out the will of the assembly.

2. He must assign the floor to members who desire to speak, and once he has recognized the right of a member to the floor, he must, by maintaining order, protect the right of that member to the floor.
3. He must state all motions that have been correctly moved and seconded, and restate, in the best possible form without changing the meaning, any motion that the proposer has failed to state correctly or clearly.
4. He should realize that one of the most important functions of a chairman is to serve as the instrument for making all questions clear to the assembly. Therefore, he should explain what the effect of a motion would be if it is not made clear to every member. He should exercise great care to keep clearly before the minds of the members the exact business that is pending. He should state definitely the results of all votes.
5. He must restrict discussion to such matters as bear directly upon the question before the assembly.
6. He must answer all parliamentary inquiries, and decide points of order and questions of privilege as soon as they arise.
7. When discussion on a question has ceased or has been closed by a motion to that effect, the chairman must restate the exact question upon which the assembly is to vote, take the vote, and announce the result clearly.
8. He must protect the assembly from annoyance by refusing to recognize motions that are frivolous in character, or that are made solely for the pur-

pose of blocking business or of consuming time. If an appeal is taken from this decision in refusing to state dilatory motions, and he is sustained by a large percentage of the members, he may refuse to entertain further appeals from the members who are seeking to obstruct business.

9. He is required to sign all acts or orders necessary to carry out the will of the assembly.
10. He is expected to act as the representative of the organization to outside persons or to other organized bodies whenever requested.
11. He must avoid "hurrying a motion through" so rapidly that he confuses the assembly, thus allowing members no time to think of points of discussion or of other motions. If a chairman takes the vote upon a motion without allowing a reasonable time for discussion and thought, and a member rises to address the chair while the vote is being taken or is being announced, the vote is null and void. Therefore, the chairman must recognize the member and later retake the vote.

In many organizations the presiding officer has other duties; as, for example, to act as ex-officio member of all committees, to fill vacancies and appoint committees, or to act as an executive officer. These are not duties that parliamentary law requires of every chairman, and, therefore, if an organization desires that its presiding officer perform these or other similar duties, the by-laws should explicitly state this fact.

Privileges of the Presiding Officer. — The presiding officer is called upon to perform special duties and in

turn is granted special privileges. If he is a member of the assembly, he does not upon assuming office lose any of the rights of membership, but merely exercises them in a different way. He is allowed to vote when the vote is by ballot, or by "Yeas" and "Nays," and by other methods when his vote will change the result. The instances in which his vote may change the result are:

1. When a tie has occurred, thus causing the motion to lose, he may vote in the affirmative.
2. When the affirmative has one more vote than the negative, he may vote in the negative to create a tie and thus cause the motion to be lost.
3. In cases where a two-thirds vote is necessary and his vote, cast with the minority, would prevent the adoption of the motion, or, if cast with the majority, would cause its adoption, he may vote either way.
4. In case of an appeal from the decision of the chair, he may vote in the affirmative to create a tie and thus sustain his decision.

If the presiding officer wishes to take part in the discussion of a question, he may call upon the vice president or some member of the assembly to act as temporary chairman while he himself takes his place in the assembly as a member. He does not resume the chair until the motion he wishes to discuss has been disposed of. This privilege is one that should not be used except in cases where the presiding officer feels that he has some information that will be of great value to the assembly. When a question is pending that is likely to produce, or already has aroused, feeling and contention in the assem-

bly, he should not exercise his privilege of speaking as a member. No justification can be found for the habit common to some presiding officers of speaking constantly and of entering into discussion while in the chair. If a member feels that he does not wish to give up his right as a member to discuss all questions, he should not accept the office of president. When a meeting becomes intolerably turbulent so that business cannot be transacted, or when a fire or other emergency arises, the chairman may dissolve the meeting without the formality of a vote.

Qualifications of the Presiding Officer. — Knowing what is expected of the chairman and what his privileges are, one can more easily decide what type of person should be selected to act as a presiding officer. A "recipe" for an ideal chairman attributed to a witty old member of the English Parliament runs as follows: "Two cups of common sense well mixed with three pounds of tact and fairness, stirred and plentifully sprinkled with a knowledge of parliamentary law. Bake this mixture with a few years of experience and the cook will be delighted with the result."

The presiding officer should be chosen for one reason only — his ability to preside. He is a judge rather than a partisan advocate, and as such must preserve an attitude of impartiality, for even the appearance of partisanship will mean the loss of the respect of the members on both sides. The chairman should be ever conscious of the fact that he exists to carry out the will of the assembly and not to force the assembly to carry out his will. He must be a person of marked ability, strong character, and possessed of a high degree of self-control.

It is hardly necessary to add that the chairman must have a thorough knowledge of parliamentary procedure, and that he must set a high standard for fairness, courtesy, and the observance of all rules. The chairman must continually hold before himself the ideal, "Whatever the majority of the body wishes is what I wish them to have, be it my wish or not."

Tact and common sense outrank in importance all other qualifications. The chairman who possesses these qualities knows when matters may well be transacted by general consent and when such procedure would only cause distrust and friction. He knows that a competent chairman would never abruptly rule a member out of order on a technicality and then fail to suggest a correct method of procedure. For example, if when an amendment to a motion is pending, a member moves an amendment to an amendment that should be proposed as an amendment to the original motion and is therefore out of order at the time, the chairman should of course rule the amendment to the amendment out of order; but it is likewise his duty to tell the member that he can accomplish his purpose by proposing the same change as an amendment to the main motion and that this will be in order as soon as the pending amendment has been disposed of.

As one eminent Italian parliamentarian has written, "The great purpose of all rules and forms is to subserve the will of the assembly rather than to restrain it; to facilitate and not to obstruct the expression of their deliberative sense." The chairman of tact and common sense keeps this purpose constantly in mind and governs himself accordingly.

Deposition of the Presiding Officer. — In rare instances it happens that an organization will secure a presiding officer who is manifestly arbitrary and unfair in his decisions. Should this be the case, it is the right of any member of the assembly to move that the chairman be deposed. If there is no business pending this is a main motion, but if business is pending it must be proposed as a question of privilege. Since the presiding officer cannot state any motion to the assembly which concerns himself alone, the vice preisdent or the secretary assumes the place of the presiding officer, or on the failure of both these officers to do so, the mover of the motion states the question. During the discussion upon this motion, the chairman should be allowed, if he so desires, to give an explanation for his conduct, but not to enter into the discussion. If a majority vote in favor of the deposition of the chairman, the vice president or secretary presides during the election of a new chairman, who, in turn, presides for the remainder of the meeting. At the next meeting, the regular chairman resumes his office unless impeachment proceedings are instituted.

Chairman *Pro Tempore.* — A *chairman pro tempore* (for the time being) is the member who acts temporarily as chairman. This term is not usually used in referring to the vice president or the secretary when they are acting as chairman because they assume this duty by virtue of their office, while a chairman *pro tempore,* in the strict sense of the word, is elected, or appointed, whenever his services are needed.

There are four situations that necessitate the services of a temporary presiding officer. One arises during debate when the presiding officer has information that

he thinks he should present to the assembly. The propriety of this practice has been discussed under the section of this lesson entitled *Privileges of Presiding Officer.*

Another situation that necessitates the selection of a temporary chairman arises when a motion is proposed that refers to the chairman alone, or praises or condemns him together with a few others. Such a motion should be put to vote by the vice president; in his absence, by the secretary; or in case of the failure of both to do so, by the proposer of the motion, who until the motion is disposed of acts as temporary chairman.

A third instance that requires a temporary presiding officer occurs when for any reason it is necessary that the presiding officer vacate the chair and leave the assembly temporarily. It sometimes happens that illness, important business, or some other emergency will make it necessary for the presiding officer to leave during the progress of the meeting. In such an event, the vice president assumes the office until the return of the regular presiding officer. In case the vice president is absent, the chairman should appoint a chairman *pro tempore* before leaving the meeting. This appointment continues until the end of the session, or the return of the chairman, unless the assembly finds occasion to elect another chairman *pro tempore.*

The last occasion demanding a chairman *pro tempore* arises when the presiding officer is absent from a meeting. When this occurs, the vice president acts as chairman. If the vice president is not present, the secretary, or, in his absence, some member calls the meeting to order and presides during the election of a chairman *pro tem-*

pore. Even though the regular chairman may know in advance that both he and the vice president will be absent from a certain meeting, he cannot authorize another member to act in his place. In all cases of absence of the regular chairman and vice president, the chairman *pro tempore* must be elected by the assembly.

Vice President. — Just as the leading character in a play has his understudy, who is ready to take his part at a moment's notice, so the president of an organization has an understudy in the person of the *vice president.* The chief duty of the vice president is to be ready to act as a substitute for the president. Whenever a motion refers to the president alone, the vice president assumes the chair until the motion is disposed of. The vice president is called upon to preside in the absence of the president, and in case of his absence, disability, or death assumes the office. When acting as a substitute for the president, he takes upon himself all of that officer's powers, duties, and responsibilities. If other duties are required of the vice president they should be enumerated or defined in the by-laws. Some organizations have two, three, or even more vice presidents.

Secretary. — Next to the president, the most important officer of an organization is the *secretary.* The secretary must be a person of considerable ability, for in addition to keeping accurate minutes, he must be a competent assistant to the chairman. To act in the latter capacity he must have a thorough knowledge of parliamentary law, and a clear voice suitable for reading the various documents which the assembly may find it necessary to have read. When a motion is made regarding the presiding officer, the secretary must be com-

petent to take the chair in case the vice president is not present. This task also devolves upon him in the absence of both the president and the vice president, at least until the election of a chairman *pro tempore*. The secretary does not forfeit any rights of membership by holding office.

Duties of Secretary. — The chief duties of the secretary may be summarized as follows:

1. To keep a careful and authentic record of the proceedings of the organization.
2. To prepare a roll of members and call it when necessary.
3. To call the meeting to order in the absence of a presiding officer.
4. To preserve all documents of the organization except those specifically assigned to others.
5. To provide the chairman at the beginning of each meeting with an order of business.
6. To provide the chairman of each committee with a list of the members of his committee and with all the papers and instructions intended for it.
7. To read all papers that may be called for by the assembly.
8. To authenticate by his signature all records, documents, etc.
9. To bring to each meeting a copy of the constitution, by-laws, and standing rules of the organization, together with a list of the members of all standing and special committees.
10. To carry on all official correspondence for the organization.

In large organizations all of these duties cannot be performed by one officer. In such cases, the correspondence is turned over to another who is known as the *corresponding secretary*. In some charitable and executive organizations a salaried officer known as an *executive secretary* is employed. The executive secretary gives all of his time to the organization and serves under the direction of an executive board, by whom he is chosen.

Contents of Minutes Submitted by Secretary. — The minutes of various organizations differ according to the needs of the organization, but there are certain definite requisites for all correct minutes. The opening sentence contains the following information:

1. The kind of meeting (that is, regular, special, annual, adjourned, etc.).
2. The name of the organization.
3. The time, date, and place of calling the meeting to order.
4. The name of the presiding officer.

The concluding phrase should always be "Respectfully submitted," followed by the signature of the secretary and the name of his office; for example,

Respectfully submitted,
CHARLES JONES,
Secretary.

The secretary should not attempt to take minutes in final form during the progress of the meeting; he should merely by a system of abbreviations record each step taken and later write his minutes from these notes. Any member may see the approved minutes of the secretary

at any time. It is the secretary's duty to search the minutes for the record of any information desired by the assembly or by one of its members. The secretary, however, is the custodian of the permanent minute book; therefore, he should not allow the book to go out of his possession.

In ordinary assemblies a record should be kept of all things that are done, but a record of the discussions upon propositions should be omitted, except in a very few deliberative assemblies whose discussions are of sufficient importance to require a stenographic report of all remarks. Under no circumstances should the secretary include any of his personal opinions. It was formerly customary to include some remarks such as: "The meeting was conducted by our beloved and able chairman in his own inimitable manner," or, "A thrilling execution of a piano solo entitled 'Midnight Reveries,' was presented by Professor Towner Sherubel and was intensely appreciated by every member present." The secretary has no right to assume that his opinions agree with those of the other members; consequently, he should not attempt to express any opinions or make any comments or observations in the minutes.

All motions, whether carried or lost, should be recorded. The names of the proposers of all main motions should be included. When a vote is taken by ballot or when a division has been decided upon by a vote, the exact number voting on each side should be recorded. When a vote is taken by "Yeas and Nays" a list of the members with the vote of each should be inserted in the minutes.

The reports of committees or officers may be briefly

summarized in the minutes, but the entire original report is filed in another record book, the page on which the report is filed being referred to in the minutes.

When a set of minutes is finally approved by the organization the secretary should add the word "Approved," followed by the date in red ink. Minutes can be corrected, however, even after being approved, provided that the assembly by a majority vote decides that a mistake has been made by the secretary. A discussion of the method and rules for reading, correcting, and approving minutes is found in Lesson XVI, paragraph entitled *Order of Business*, and a set of correctly written minutes is contained in *Model Forms* on pages 204-206.

Treasurer. — The *treasurer* of an organization is the custodian of its funds. For this reason, whenever possible, a member with experience in financial matters should be chosen for this office. All money received by the treasurer should be deposited *immediately* in a bank. No money should be paid out except upon presentation to the treasurer of a warrant or requisition signed by the president, and if desired, by the secretary, and stating the amount and the purpose for which the money is to be expended. The treasurer should be required to present a complete report of the finances at least twice during the year.

Many organizations have an auditing committee whose duty it is to audit all accounts and certify to the correctness of them. The acceptance of the report of the committee approves the report of the treasurer and relieves him of responsibility except in case of fraud. The treasurer's report which is read to the organization should not contain details, as these confuse members when

read, but should contain only essential facts. An example of a treasurer's report is given on page 224.

Sergeant-at-Arms. — The *sergeant-at-arms* assumes charge of all matters pertaining to the comfort and convenience of the members, such as seating, lighting, heating, and ventilating. He also assists the president in the maintenance of order, and carries out any directions assigned to him by that officer. He has custody of all property of the organization aside from the papers and documents held by the secretary.

Parliamentarian. — The *parliamentarian* must possess a thorough knowledge of the rules and regulations of parliamentary procedure since his decision upon these matters is final. He should also furnish information concerning parliamentary procedure to any member who may desire it.

Honorary Officers and Members. — Some organizations provide in their by-laws for *honorary officers* and *honorary members*. These positions are created as a complimentary tribute to those upon whom they are conferred, and carry with them the right to attend meetings and to speak, but not to propose motions, to vote, or to preside. The holding of an honorary office does not preclude a person who is also a regular member from the holding of a regular office. Honorary membership is perpetual unless rescinded; consequently, the names of deceased honorary officers are often included in the published list of officers.

Exercises

1. Following the outline of procedure given in preceding lessons let the new organization nominate, vote upon, and install the permanent

officers. An example of an Oath of Office may be found on page 204 of *Model Forms*.

2. Let the chairman appoint two or more students to present, respectively, three-minute discussions on the subjects, "The Ideal Presiding Officer" and "A Model Secretary."

3. Let another student read a set of minutes based upon those found on pages 204–205 of the Appendix.

Lesson XIV

COMMITTEES

Advantages of Committees. — Time has proved that committees are the most efficient channel through which the work of organizations may be carried on. The tremendously important part which committees play in deliberative assemblies is well illustrated by the records of Congress or of our state legislatures. No bill is entitled to a hearing by any of these legislative bodies until it has first been considered by the committee to which it has been referred. The business of Congress might very properly be said to consist of the consideration of committee reports.

The reasons for the success of the committee system and its consequent popularity are to be found in the peculiar advantages which characterize committees. These may be summarized as follows:

1. A much longer time may be devoted to a subject than is possible if the matter is dealt with by the whole organization.
2. The fact that there are only a few opinions presented in a committee prevents the confusion which often arises in a large assembly.
3. The personnel frequently may be composed of experts in the subject referred to them.
4. Delicate and troublesome questions may be investigated without publicity.

5. Greater freedom of discussion is possible because the small number makes the observance of only a few rules necessary.

Besides the executive committee, there are three types of committees, each of which serves a particular and different purpose — the *special committee*, the *standing committee*, and the *committee of the whole*.

Special Committee. — This committee consists of a group of persons selected to perform some specific task. For example, if an organization decides to hold a reception, it will select a special committee to have charge of the general arrangements. The existence of a special committee ceases when its report is submitted, unless the assembly votes to delegate additional work to it; should the assembly do so, another report will then be required from the committee.

Standing Committee. — This committee is selected to perform any work of a particular kind that may be submitted to it for a fixed period of time, usually equal in length to the term of the officers of the organization. A standing committee on programs, for example, might be chosen for a period of one year; during that time all questions concerning the programs of the meetings would be turned over to this committee for consideration and execution, although the activities of the committee might be limited by instructions given to it at any time by the organization. The purpose of such a committee is twofold: in the first place it furnishes a group of people to whom may be referred at any time considerations bearing upon a subject in which, as a committee, they have had more or less experience; in the

second place, it enables the organization to delegate for a long period of time the performance of many tasks which must needs be performed regularly.

A standing committee may be chosen either by election or by appointment. It renders a regular report at least once a year and should be ready to furnish a verbal report at any meeting upon request.

Committee of the Whole. — The other type of committee, that is the committee of the whole, is quite different from either of the first two, in that it does not consist of a small group of people, but rather of the whole assembly acting as a committee. It sometimes happens that an organization wishes to consider a matter informally. In this case, some one may move that "the assembly resolve itself into a committee of the whole to consider the question before the house." Sometimes in very small organizations instead of moving to resolve the assembly into a committee of the whole, a motion is proposed allowing informal discussion. This practice, however, is inadvisable, except in very small bodies, since it tends to result in confusion. If the motion to go into a committee of the whole receives the necessary majority vote, the procedure is as follows:

The chairman of the assembly appoints a chairman of the committee of the whole and then takes his place as a member of the assembly. The chairman of the committee calls it to order and states the business to be considered, which should consist only of the specific matter for which the committee of the whole was created. During the deliberation of the committee of the whole, committee procedure, as explained in the paragraph of this lesson entitled *Procedure of a Committee,* is fol-

lowed. When discussion has been completed, a vote must be taken upon the report that the committee is to submit, even though this report is usually verbal. After this vote, the committee "rises" (adjourns). The presiding officer of the assembly then resumes his place, calls the meeting to order, and requests the chairman of the committee of the whole to present the report. This he does and the report is voted upon by the assembly, for although the personnel of the committee of the whole and that of the assembly is identical, a committee cannot take final action for an organization.

The Chairman of a Committee. — The chairman of a committee is an important officer, because, unlike the chairman of an assembly, he takes an active part in all discussions and deliberations. He may be elected, or may be appointed by the chairman of the assembly, or may be selected by the committee itself from its own membership. When a committee is appointed by the chair, unless a chairman is named specifically, the first person appointed is regarded as chairman.

It has become a tradition in some organizations that the proposer of a motion which results in the appointment of a committee should be made chairman of that committee. Such a policy finds no authority in parliamentary procedure, unless that member is the one best qualified for the duty. The only qualification which should dictate the appointment of a chairman for a committee is that of ability. The practice of appointing the proposer of a motion as chairman of the committee thereby created may tend to cause members of ability to avoid the proposal of such motions.

It is the chairman's duty to call meetings of the com-

mittee, but in case of his absence, or failure to perform his duty, any two members may call a meeting. When a committee has completed its report, and is discharged or dissolved, it is the duty of its chairman to turn over to the secretary all documents or papers that were given to the committee by the secretary.

Procedure of a Committee. — Since one of the objects of a committee is to secure informal discussion, a simple code of procedure is all that is needed. A general regulation has been established that a committee should follow the ordinary rules of procedure in so far as this may seem advisable. There are two specific motions that must be made and voted upon, however, in regular parliamentary form, no matter how informal the remaining procedure of the committee may be. These motions are the motion that accepts a certain statement or set of statements as the report of the committee, and the motion to adjourn. At the last meeting of any committee, the motion to adjourn is replaced by the motion "to rise" which means that the committee is ready to report and will not meet again. Aside from these two, no formal motions are required.

A majority of the members of a committee constitute a quorum for the transaction of business.

A report of a committee must be adopted by the committee itself in one of three ways; by a majority vote at a meeting of which all have been notified, providing, of course, that a quorum is present; or if it is impossible to hold a meeting, by agreement of every member; and, finally, if the members are situated so far from one another that the report will have to be formulated by correspondence, by a majority of the members.

Minutes should be kept by a member of the committee delegated by it to act as secretary. These minutes are for the benefit and convenience of the committee itself and may be destroyed as soon as the report of the committee has been presented. A committee may appoint subcommittees of its own members. These subcommittees report to the committee, not to the assembly. If the committee has been appointed "with power to take all steps necessary to carry out its instruction," it may appoint subcommittees of members outside its personnel. For example, if a committee were appointed to have charge of the Fourth of July celebration, it could appoint subcommittees of other members to assist it, such as a fireworks committee, a parade committee, and a committee on patriotic exercises.

Before any report is submitted, members of the organization who are not members of the committee are entitled to appear before the committee and express their views upon the subject being considered. But this right can only be exercised by requesting the committee to set a time when those who are interested in the subject may appear. All deliberations of the committee itself are private and its records or minutes are its own property and not available to any one except members of the committee.

Personnel of a Committee. — There are two general classes into which committees may be divided: *committees for deliberation* and *committees for action.* Each requires a different type of membership. Committees appointed for the purpose of deliberation and investigation should represent, in so far as is possible, every important element and group of the organization so that

the report of the committee will reflect the opinion of all. For example, a committee appointed to investigate the advisability of building a new clubhouse should include both members opposed to the construction and members favoring it, since by this means only can a report reflecting the views of the entire organization be secured. On the other hand, committees of action are appointed to carry out a particular task already determined and decided upon by the organization. A committee of this type should be composed entirely of persons favorably disposed toward the work to be undertaken. Once the organization has voted that a specific action be taken, only those who are in favor of the action should be selected, since they are most likely to accomplish the work. For example, if a motion providing for an entertainment to raise funds has been passed by the majority, although opposed by the minority, only those members who the chairman of the organization feels would most ably and faithfully carry out the entertainment should be included on the committee of arrangements.

In selecting a committee, care should be taken that it be composed of an odd rather than of an even number of persons, in order to avoid the possibility of a tie vote.

Reports of Committees. — A report of a committee opens with a statement of the name, purpose, and date of appointment of the committee and concludes with the phrase, "All of which is respectfully submitted," followed by the signatures of all of the members of the committee who agree to the contents. The report contains a clear statement of the work done by the committee and of any conclusions at which they may have arrived.

Since the adoption of a report by the assembly binds the organization to its contents and to any action recommended therein, all recommendations of actions to be taken by the organization should be presented separately from the report. It is then possible for the organization to accept the report of work done by the committee, and to consider the resolutions or recommendations separately. See committee report and recommendations on pages 225- 226 in *Model Forms.* The preparation of recommendations or resolutions is one of the most important functions of a committee. These resolutions form the basis for the future action of the assembly.

Sometimes a committee has a question referred to it with instructions to act in the matter. When the duty assigned has been completed, the committee reports its action in the matter, and if the instructions of the organization have been followed, this report must be accepted.

If any of the members of a committee fail to agree with the report decided upon by the majority of the committee, they may formulate a minority report. This is framed in a form similar to that of the regular committee report and is signed by all members of the committee who agree with its contents. If the members of the minority do not agree, there may be more than one minority report. As soon as the report of the committee (that is, the report agreed to by the majority of the committee) has been read, the reporting member announces that the views of the minority will be submitted in a separate report. Should this not be announced, any member may make the announcement. The chairman then states the question on the adoption of the report

of the committee and calls for the report of the minority. If no one objects, some one who has signed the minority report reads it, but if any one objects it is necessary for some member of the assembly to move that the minority be allowed to present its report. Since there are then before the house two reports, one of two methods of procedure follows. Either some one must move to substitute the minority report for the regular report of the committee, or the minority report is treated merely as discussion and the assembly proceeds to act upon the regular report, and to ignore the minority report.

Adoption of a Committee Report. — Reports are brought before the assembly at the regular time provided for reports of committees in the Order of Business. The chairman calls for the reports of standing committees first, then for the reports of special committees in the order of their appointment. When the time for considering reports of committees arrives, the chairman asks:

> "Is the committee appointed to investigate the cost of repairing the club gymnasium ready to report?"

If the reporting committee member answers affirmatively, the chairman directs him to read the report. When the reading is completed, the member hands the report to the presiding officer or secretary. If it is one calling for action on the part of the assembly, the chairman of the committee or some member of the assembly says,

> "I move the adoption of the report together with its resolutions,"

and it is treated as any main motion or resolution.

When there is no regular time for reports provided for in the Order of Business, the reporting member obtains the floor at any time when there is no business pending and says:

> "The committee to which was referred the question regarding the cost of repairing the club gymnasium is ready to report."

The chairman then says:

> "If there is no objection we shall now hear the report of the committee appointed to investigate the cost of repairing the club gymnasium."

If no objection is made, the chairman directs the member to proceed with the reading of the report. If any one should object, the chairman puts the question as to whether the report shall be heard thus:

> "The question is 'Shall the report of this committee be heard now?' All in favor of this motion say 'Aye.' Those opposed, 'No.'"

An affirmative majority vote is necessary to have the report read when objection has been raised. If the vote is in the negative, a time for the report to be given should be set either by a vote or by general consent.

When a report has been read, the following methods of disposing of it are in order:

1. If the report is made up only of statements of facts or opinions which have been formulated for the information of the assembly, no action is necessary. If the assembly wishes to endorse the work done by the committee, a motion may be made to accept the report.

2. If the report contains resolutions, these must have been grouped at the end of the report, and the members submitting the report should move to adopt the resolutions. The chairman puts this motion, thus opening the question to the assembly as a main motion subject to all of the rules to which a main motion is subject.
3. If the report is on finances, it should be referred to the auditing committee.
4. If the committee had referred to it a resolution with amendments, the amendments are voted upon first and the committee recommendation last.
5. If the committee has referred to it a resolution, and reports back to the assembly a substitute resolution, the procedure is the same as is followed for any amendment by substitution.
6. A committee in its recommendations at the close of its report has the privilege of recommending at one time several amendments to a resolution or paper that has been referred to it. If the committee recommends amendments to different parts of the resolution or paper referred to it, the reporting member reads each amendment with just enough of the resolution to make the amendment clear. After reading all of the amendments in this way he moves the adoption of them. Two methods of procedure may be followed. The chairman may state the motion, then call for the reading of the first amendment, after which he opens it for discussion and amendment. Then the vote is taken on this amendment, and the next is read and disposed of in the same manner, and so on until all of the

amendments have been disposed of. When voting upon amendments of the committee, the chairman permits amendments to these, but none to the original resolution. As soon, however, as all of the amendments of the committee have been voted upon, the chairman asks if there are any further amendments to the resolution that the assembly desires to propose. If any are proposed, they are disposed of in the regular manner, and the chairman then puts the vote on the resolution or paper as amended. The other method of procedure for a report of this type is for the presiding officer to put the vote on all of the amendments of the committee at once, unless some member asks for a vote on certain ones to be taken separately. In this case the chairman says, "All in favor of the amendments recommended by the committee with the exception of those for which a separate vote has been asked, say 'Aye'; those opposed, 'No,' etc." He then puts to vote separately the remaining amendments, after which he calls for any further amendments from the assembly. Finally, he takes the vote on the resolution as amended.

7. If the report is from a nominating committee no vote is taken upon the report.

If a committee renders several reports during the progress of its work, these partial reports are acted upon just as are final reports. Those recommending action by the organization are discussed and voted upon, while those reporting progress or information are only heard without the need of taking any action upon them.

If no one moves to adopt a report that has been submitted, the chairman may put the motion before the house on his own initiative by stating it and calling for discussion. This is permissible because several members have signed the report, thus giving it their approval, and there is no need to wait for a formal motion and a second. When the chairman, either of his own accord, or upon a motion from the assembly, has stated the question upon the adoption of a report, it is subject to all the rules of a main motion, and thus can have any motion except that of objection to consideration applied to it. If an amendment to the report is proposed and adopted, the amendment becomes effective so far as the assembly is concerned, but does not alter the report of the committee, which if printed is copied just as the committee submitted it.

Executive Committee. — An executive committee, or board, is usually the most important committee of any organization. It must be small enough in numbers to be able to do concentrated work, yet large enough to be representative. The number that practice has proved meets both of these requirements varies from five to nine members. Because of the important and vital duties that are usually assigned to this committee the membership should include, at least, two of the officers, the president and the secretary, while the remaining members are frequently chosen by election.

Contrary to the prevalent idea upon this subject, an executive committee has no powers or duties assigned to it by parliamentary law. A president, for example, by virtue of his office has certain specific powers and duties delegated to him by parliamentary procedure; these,

of course, may be added to or changed by the constitution or by-laws. An executive committee, on the other hand, has no powers and no functions except those specifically delegated to it by the by-laws or standing rules or by a vote of the organization.

The chief function performed by one type of executive committee is that of talking over matters affecting the organization, and crystallizing these into definite plans that may be presented to the organization itself. This is an extremely important service, since the threshing out of matters to a few definite points enables even a large body to transact a great amount of business intelligently and with dispatch.

The second type of executive committee performs the function of actually transacting a large share of the business of the organization. This function is performed most frequently under a provision granting to the executive committee the power to investigate matters and transact business for the organization with two important limitations. The first limitation is that no action shall be taken by the executive committee that deviates from an established policy of the organization or that creates a new policy of the organization, without first having the majority vote of the members voting at a meeting of the organization. The second limitation is that the same stamp of approval must be placed by the organization upon any action involving a large amount or a high percentage of expenditure from the treasury before the executive committee can take such action. A wise executive committee will always keep the faith of the organization by long planning and careful attention to the welfare of the body. The safeguard that all pro-

posed actions of importance be submitted to the vote of the whole assembly assures the organization of protection in case of misjudgment on the part of the executive committee.

Exercises

1. As the class has now become a permanent organization, all the committees provided for in its constitution should be selected according to the provisions of the constitution and by-laws.

2. Starting some of the regular work of the new club, refer at least two motions to a committee with instructions to report at the next meeting, at which time let the class be prepared to take action upon the reports. For guidance in preparing the reports, refer to *Model Forms*, pages 225–230.

3. Let a student give a brief discussion of the subject, "The Value of Committees to Student Bodies."

4. Let another student give a short talk upon the topic, "The Importance of Committees in Congress." As an aid in preparing this talk consult Young, *The New American Government and its Work*. The specific references will be found under *Committee System* in the Index.

Lesson XV

MEETINGS AND SESSIONS

Differences between Meetings and Sessions. — The terms "meeting" and "session" are so frequently confused that it seems advisable to distinguish between them before discussing them in detail. A *meeting* is the term used to denote an assembly of the members of an organization for any length of time during which there is no separation of the members, except, perhaps, for a recess of a few minutes. A meeting is terminated even by a temporary adjournment, such as adjourning "to meet in the afternoon" or "after dinner." If any period of time longer than a brief recess intervenes, the organization when it reconvenes enters upon a new meeting.

A *session*, on the other hand, may be one very brief meeting or may consist of many meetings and last for weeks or months. A session is terminated by an adjournment without naming a day for reassembling; in other words, by an adjournment *sine die* (without day). If a time set for the next meeting is fixed in the motion to adjourn, or in the motion adopting a program for a series of meetings, or by some motion previously adopted, an adjournment does not close the session. If none of these motions is made, however, and the regular meetings are provided for in the constitution or by-laws, an adjournment closes the session, and in this case a meet-

ing and a session are the same. Any meeting that is not an adjournment of a previous meeting commences a session.

An organization holding a series of meetings, such as a convention, usually adjourns to meet again on a certain day or hour, or adopts at the first meeting a program fixing the time for all meetings, and therefore holds only one session, although this is made up of many meetings. In an organization holding regular meetings, each meeting constitutes a session.

The distinction between a "meeting" and a "session" is particularly important when a member wishes to renew a motion. Many motions cannot be renewed (proposed again, if lost) during the same session. For the details of renewing a motion, the student may consult the chart on page 244 of the Appendix.

Kinds of Meetings. — There are three important kinds of meetings: regular, special, and adjourned. A *regular meeting* is one which is provided for in the constitution or by-laws. In other words, any meeting held at the time provided by the constitution or by-laws is automatically a regular meeting.

Usually the Order of Business, or program that the organization follows at all regular meetings, is stated in the by-laws, but if no order of business is provided for, the order given below is adhered to.

ORDER OF BUSINESS

1. Reading of the minutes of the previous meeting, followed by their correction and approval.
2. Reports of boards or standing committees.
3. Reports of special committees.

4. Unfinished business.
5. Announcements.
6. New business.
7. Adjournment.

If desired, the reading of the minutes may be postponed to another meeting by a two-thirds vote. Whenever they are read, however, they must be corrected and approved. This is done as follows: the chairman first directs the secretary to read the minutes of all regular and special meetings held since the last reading of minutes. After the minutes of each separate meeting have been read, he asks,

"Are there any corrections to the minutes?"

If no one has any to offer, the chairman then says:

"There being no corrections, the minutes will stand approved as read."

If, however, there are corrections suggested, the chairman directs the secretary to make them, unless some member objects or there seems to be opposition. In such a case, the chair can determine the will of the assembly in two ways: he may ask some one of the members to make the correction in the form of a motion as an amendment to the minutes, or he may, without waiting for such a motion, state the proposed amendment himself and put it to a vote. When such a motion is carried or lost, or corrections and additions have been made without opposition, the chairman then asks,

"Are there any further corrections to the minutes?"

If there are, he disposes of them in the same manner as he did the other corrections. If there are none, he then says,

> "There being no further corrections, the minutes will stand approved as corrected."

Following the approval of the minutes the chairman calls upon the officers, boards, or standing committees, in the order in which they are mentioned in the constitution or by-laws, to read their reports.

As soon as one portion of the order of business has been completed, the chairman announces the next business that is in order by saying:

> "We now come to unfinished business. Is there any unfinished business to come before the meeting?"

Unfinished business includes any matters that were pending at the adjournment of the preceding meeting or were postponed to this meeting. The secretary should, at the opening of the meeting, provide the chairman with a copy of all subjects that are to come before the meeting at any time during the order of business. The chairman should be prepared to bring up all matters of unfinished business, since members of the assembly cannot be expected to remember the unfinished items of the preceding meeting.

If the assembly desires to take up matters of business out of their proper order, this may be done by the motion to suspend rules, which requires a two-thirds vote. Any question coming before the assembly may be temporarily set aside by applying to it the motion to lay on the table or to postpone, but a whole class of business such as unfinished business cannot be postponed as a class.

A *special meeting* differs from a regular meeting in that it is called to transact only definitely specified business. The method of calling such a meeting is determined in the by-laws. Usually these provide that special meetings may be called either upon the initiative of the chairman or the executive board or by the chairman upon the request of a certain per cent of the members of the organization.

When a special meeting is called *every member must be notified*, and the particular business that is to come before the special meeting must be stated in the call. If it is found that any member was intentionally omitted from the list of those notified, the transactions of that meeting may be judged illegal. When the special meeting convenes, only business stated in the call for the meeting may be transacted; any other business is out of order. The order of business for a special meeting is, therefore, determined by the call. A copy of the call should always be inserted in the minutes of the meeting that it convenes. The secretary should insert this call as a preface to the minutes themselves.

Either a regular or a special meeting may, if the assembly desires, be continued at an adjourned meeting, but an adjourned meeting cannot be set for a time beyond that of the next regular meeting. An *adjourned meeting* is merely a continuation of the original meeting, and any business that was in order at the original meeting may come before the adjourned meeting. After the minutes of the original meeting are read at the adjourned meeting the business is continued from the point where it was interrupted by the adjournment of the previous meeting.

Exercises

1. Let the new permanent class organization hold a model regular meeting following carefully the order of business provided in its by-laws.

2. Prepare in class a notification of a regular meeting and a notification of a special meeting, and have a copy of the call for the special meeting mailed to any pupils who may be absent. For the rules governing notifications of meetings refer to pages 215–216 of *Model Forms*.

3. Let the treasurer prepare for the next meeting a report dealing with imaginary funds. Refer to page 224 of *Model Forms*.

Lesson XVI

REFER TO A COMMITTEE — QUESTION OF PRIVILEGE

Motion to Refer to a Committee

Statement of the Question. —

1. By the proposer after obtaining recognition:

"I move to refer the question before the house to a committee," *or*

"I move to refer the question to the standing committee on refreshments," *or*

"I move that this assembly resolve itself into a committee of the whole to consider the motion appropriating money for the Boy Scouts' banquet."

2. By the chairman after hearing the second:

"It has been moved and seconded to refer the question before the house to a committee (state kind). Is there any discussion? . . . All in favor of referring the question to a committee say, 'Aye.' Those opposed, 'No,' etc."

Discussion. — The purpose of the motion *to refer to a committee* is to enable an assembly to secure a careful, thorough, and private investigation of any matter without loss of time or of its right finally to decide the question. There are three types of committees to which questions may be referred: namely, special committees, standing committees, and committees of the whole. These are discussed in detail in Lesson XIV under the heading, *Types of Committees*

The motion to refer to a committee must include the type of committee to which the question is to be referred. If the motion is to refer the question to a special committee it must also state (1) how the committee is to be selected and (2) the number of members. If these necessary details are not included in the motion referring the question to a committee, they may be added as formal amendments, or the chairman may ask for suggestions from the assembly, thus:

"How shall the committee be chosen?" *or*
"What shall be the size of the committee?" *or*
"Are there any instructions to be given to the committee?"

Committees may be selected by nominations from the floor and standing vote, or by ballot; or they may be appointed by the chairman. If several methods are suggested, the chairman puts the vote upon them in the order in which they were suggested.

If the committee is to be selected by nominations from the floor, the chairman calls for nominations. If no more persons are nominated than are required for the committee, the chairman takes the vote upon them as a whole and not individually. If more than the number required for the committee are nominated, the vote is taken upon them in the order in which they were nominated until as many as are required for the committee have received a majority vote. As applied to an individual candidate, a majority means one more than half of the total number of votes cast for and against that particular candidate. In other words, an affirmative and a negative vote must be taken on each candidate, and as soon as one receives an affirmative majority of the votes cast for him, he is elected. Therefore, if there

are several candidates, the election of the candidates first nominated makes it unnecessary to vote upon those nominated last.

If different numbers are suggested for the size of the committee, the largest number is voted upon first. Thus if the numbers five, seven, and three are suggested, the chairman first puts the vote on seven; if this does not receive a majority, he puts the vote on five; if it receives a majority vote, the three is not voted upon, but the committee will consist of five members. This method is known as *filling blanks.*

Regardless of the type of committee, instructions may always be given to it as a part of the motion to commit, or as an amendment to the motion, or as a separate motion. These instructions may be given to a committee at different sessions up to the time that it submits its final report.

If the motion to refer to a committee does not relate to the motion before the house, but to some other question, it becomes a main motion and is subject to the rules governing a main motion. Thus, if a motion is proposed to appoint a committee to take action on the "providing of fire escapes," or to resolve into a committee of the whole to consider any question not pending, it is a main motion. If a question referred to a committee has amendments pending to it, both the question and the amendments go to the committee for consideration.

If the assembly is not satisfied with the report submitted, it may recommit the subject to the committee. Thus if the committee to which the subject is again committed is a special committee, the existence of the committee is automatically revived by this motion.

When a special committee has submitted its final report, it automatically dissolves without any action of the assembly. If an organization desires to reverse its decision after referring a matter to a committee, it may take the question from the committee by moving to reconsider the vote on the motion to commit. If it is too late to reconsider the question (see page 188), the only remedy is to move to discharge the committee and consider the question before the assembly. This motion is equivalent to a suspension of rules in that it reverses action already taken, and therefore requires a two-thirds vote.

Rules and Their Reasons. — Since there is no immediate need for action upon the motion to refer to a committee, it may not interrupt a speaker. Because the assembly would not wish to take time to consider referring a question to a committee unless at least two members expressed a willingness to have it done, a motion to refer to a committee requires a second. As the effect of the motion is to withdraw the question from the consideration of the assembly for the time being, it should have limited debate as to the propriety of referring the subject. As the motion is to be finally decided by the assembly, it requires only a majority vote.

VII. Chart of Refer to a Committee

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Limited debate	Majority	After debate	Amend — Limit debate — Previous question — Reconsider

Motion to Rise to a Question of Privilege

Statement of the Question. —

1. When desiring to state a request:

   a. By the proposer without waiting for recognition:

"Mr. Chairman, I rise to a question of privilege."

   b. By the chairman without waiting for a second:

"State your question of privilege."

   c. By the proposer:

"I request that the speaker be asked to face the assembly more directly and that he be asked to speak more loudly."

   d. By the chairman:

"Your privilege is granted. Will the member speaking please face the assembly and speak more loudly."

2. When desiring to propose a motion:

   a. By the proposer without waiting for recognition:

"Mr. Chairman, I rise to a question of privilege."

   b. By the chairman without waiting for a second:

"State your question of privilege."

   c. By the proposer:

"As a question of privilege I move that all reporters be barred from the remainder of the meeting."

   d. By the chairman:

"Your privilege is granted. As a question of privilege it has been moved and seconded that all reporters be barred from the remainder of meeting. Is there any discussion? etc."

Discussion. — The purpose of the motion *question of privilege* is to enable a member to secure immediate action upon a question that involves the comfort, convenience, rights, or privileges of the assembly or of an individual as a member of the assembly, even though another member may have the floor. For example, a member may desire to secure better ventilation; to leave before the assembly adjourns; to make an important announcement; or to propose some urgent motion that is not in order at the time. Any of these desires may be accomplished by rising to a question of privilege and asking the chairman to permit the favor requested. The chairman must rule immediately upon the question of privilege and announce his decision to the member. If the question of privilege has interrupted the speaker, the chairman may rule that it is a question of privilege but not of sufficient importance to interrupt, and so it must be deferred until the speaker has concluded.

If the chairman decides it is not a question of privilege he states:

> "The chair does not grant the privilege."

If the chairman decides, however, that the question of privilege is legitimate and of immediate importance, he proceeds to carry out the performance of the request at once.

When two questions of privilege arise at the same time, one that affects the assembly is given precedence over one that affects an individual member.

Rules and Their Reasons. — Because of its importance the motion question of privilege may interrupt

at any time except when a vote is being taken. Since the member rising may be the only one who knows the need for proposing a question of privilege, it does not require a second. If the question of privilege consists of a request to propose a motion that would otherwise be out of order, and the request is granted, the motion comes before the house just as any main motion and follows all of the rules of main motions. Since the chairman rules on a question of privilege it requires no vote.

VIII. Chart of Question of Privilege

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
Yes	No	No	Decided by chairman	After debate	All

Exercises

1. Refer to a committee two motions proposed at a meeting held by the class organization, with the instructions that the committee report at the next meeting. Let two members of the committee prepare a minority report on the last motion.

2. As a question of privilege, let some member move a main motion of current importance.

3. During the meeting let several students raise questions of privilege affecting either the assembly or themselves individually.

4. Appoint a chairman of an imaginary executive committee to read the report of the work of his committee for the preceding month.

Lesson XVII

RESOLUTION — APPEAL FROM THE DECISION OF THE CHAIR

Motion to Adopt a Resolution

Statement of the Question. —

1. By the proposer after obtaining the floor:

"I move the adoption of the following resolution: Resolved, That this organization go on record as favoring the new franchise laws proposed by the city council." (If the resolution is long the member then hands a written copy of it to the chairman.)

2. By the chairman after hearing a second:

"It has been moved and seconded to adopt the following resolution: 'Resolved, That this organization; etc.' Is there any discussion? All in favor say 'Aye'; those opposed, 'No.' The resolution is carried (or lost)."

Discussion. — A motion to adopt a *resolution* is a main motion of such length or importance that it merits a more dignified phraseology than is required by the ordinary motion. Except in this respect, it follows all the rules of a main motion. A certain phraseology has become customary and is required for all resolutions. A resolution is introduced by the word, "Resolved," followed by a comma; the body of the resolution begins with the word "That," which is capitalized.

A number of resolutions may be grouped into one long resolution provided all relate to the same subject.

In such an instance each resolution constitutes a paragraph that is introduced by the word, "Resolved." Resolutions that relate to different subjects cannot be grouped into one resolution, but must be proposed separately.

When it is desired to state reasons for the proposal of resolutions, these should precede the resolutions in the form of a preamble, or explanation. This preamble contains no periods, and each clause constitutes a paragraph that is introduced by the word "Whereas." Each clause ends with the word "and," preceded by a comma, except the last, which closes with the words "therefore, be it."

The preamble is amended last, since changes in the resolution may necessitate changes in the preamble.

The following is an illustration of a long resolution and a preamble:

Whereas, Marked improvements in the form of city government have been made during the past ten years, and

Whereas, Our city charter contains many cumbersome and unnecessary provisions, and

Whereas, These provisions have caused an increasing volume of litigation and constant misunderstanding; therefore be it

1. Resolved, That this assembly go on record as favoring a complete revision of our city charter.

2. Resolved, That a committee of six members, to be known as the Committee on Charter Revision, be appointed by the chair to present the matter of Charter Revision to the City Council.

3. Resolved, That two hundred dollars be appropriated to be used by the Committee on Charter Revision in securing publicity concerning this proposal.

Rules and Their Reasons. — As a resolution is a main motion, the rules for it have already been deduced in Lesson III — A Main Motion.

IX. Chart of Resolutions

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Yes	Majority	At next session	All

Motion to Appeal from the Decision of the Chair

Statement of the Question. —

1. By the proposer without waiting for recognition:

"Mr. Chairman, I appeal from the decision of the chair."

2. By the chairman after hearing a second:

"The decision of the chair has been appealed from. (If debatable, "Is there any discussion?") All in favor of sustaining the decision of the chair, say, 'Aye'; those opposed, 'No.'" (If carried) "The decision of the chair (restating the decision) is sustained as the decision of the assembly. (If lost) The decision of the chair (restating the decision) is reversed by the vote of the assembly."

Discussion. — Since a chairman is only human, he is as likely to make an occasional error in his decisions as any other human being. For this reason there should be some method for the correction of his mistakes. A motion *to appeal from the decision of the chair* gives the assembly the opportunity to correct these errors by

transferring the making of the decision from the chairman to the assembly.

An appeal must be proposed immediately after the decision to be appealed from has been rendered; if any other business has intervened, it is not in order.

As soon as the chairman has stated an appeal, he calls upon the member who proposed it to state the reasons for the appeal, or the grounds on which it is based. If the statement of the member proves to the chairman that his decision is incorrect, he may reverse his decision, whereupon the appeal is dropped. Otherwise the chairman states the reasons upon which he based his decision, and if the appeal is debatable, calls for discussion.

Rules and Their Reasons. — It is logical that an appeal should interrupt because it is highly important that a decision of the chairman that is questioned should be verified immediately. It is obvious that one member who is opposed to the chairman might use this motion merely to embarrass him; therefore, procedure decrees that an appeal must be seconded by another member. When the appeal concerns priority of business, improper conduct, or arises out of an undebatable question, it is itself undebatable because the decision of these questions is not based upon opinion, but rather upon facts. In all other cases an appeal is debatable. The vote required to sustain an appeal differs from that required for the passage of other motions thus far considered. (Note, under *Statement of the Question*, how this motion is put by the chairman.) A majority must vote in the negative if the appeal is to be sustained, for the reason that the decision of the chairman is absolute until overruled by the majority vote of the assembly. Naturally

a tie vote will therefore sustain the decision of the chair, even though the tie is created by the vote of the chairman himself.

X. Chart of Appeal from Decision of the Chair

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
Yes	Yes	Limited debate	Majority	No	All except amend

Exercises

1. Let a member of the class, in a short talk, distinguish between a main motion and a resolution.

2. Let each student come prepared to present a written resolution at the next meeting of the class.

3. Prepare in class a resolution that would be suitable to send to the relatives of a member who has died.

4. Give a brief talk upon the subject "Why the motion to appeal from the decision of the chair is productive of fairness." Compare this motion with the right of appeal from a court's decision as it is found in our State and Federal Judicial System.

5. Let the president give several arbitrary rulings in order to provide the proper situations for appeals from the decision of the chair.

Lesson XVIII

LAY ON THE TABLE — TAKE FROM THE TABLE — POSTPONE INDEFINITELY

Motion to Lay on the Table

Statement of the Question. —

1. By the proposer after obtaining recognition:

"I move to lay the motion on the table." (If it is desired to lay on the table a specific motion, or one other than the main motion, the name of it should be substituted for the word "motion.")

2. By the chairman after hearing a second:

"It has been moved and seconded to lay the motion on the table. All in favor say, 'Aye'; those opposed, 'No.' The motion is carried, and the question before the house is laid on the table."

Discussion. — The purpose of the motion *to lay on the table* is to put the motion to which it is applied aside for consideration at a later time. Frequently situations arise that render it advisable for the assembly to lay aside temporarily the motion under consideration. For example, it may be that a motion is proposed concerning which the assembly has little information and consequently desires further time for investigation before voting upon it; or, while one question is pending, some very urgent business that requires immediate attention may arise; or for some other reason the assembly may

not wish the motion to come to a vote at the time when it is proposed. A motion cannot be laid on the table for any definite time (for example, "until the next meeting"), but must remain on the table until taken therefrom by a vote of the assembly

The motion to lay on the table enables the assembly to dispose of the pending question in such a way that consideration of it may be easily resumed at any time before the close of the next session.

If a main motion has several subsidiary or lesser motions applied to it, the motion to lay on the table naturally carries these with it. Likewise, an amendment to a main motion cannot be tabled without taking the main motion with it. However, if an amendment to something that has already been adopted is proposed, this amendment is, in effect, a main motion and so if laid on the table does not take with it the motion already passed.

Because the different parts of a report are so closely related, naturally, it is impossible to lay a portion of a report on the table. If the assembly does not wish to take action on any part of a report, it must lay the entire matter on the table.

Since it is a fundamental principle that only one main motion can be before the assembly at one time, and since nothing can be laid on the table that is not pending, it is impossible to lay an entire class of business on the table. Thus it is out of order to move to lay on the table "unfinished business," or "reports of committees," or "orders of the day."

Rules and Their Reasons. — It is only very urgent matters that are permitted to interrupt a speaker. To

lay aside the consideration of a question temporarily is not a matter of sufficient urgency to permit the interruption of a speaker. At least two should assure the chairman of a desire to lay a question on the table before he puts the motion; in other words, it requires a second. Since its purpose is to lay aside debate upon the question for the time being, it is not itself debatable. Although it might, at first, seem to break the fundamental rule of allowing free debate, upon closer examination it is evident that it does not suppress debate on the question, but only postpones the debate until a more convenient time; therefore, it requires a majority vote.

XI. Chart of Lay on Table

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	No	Majority	After debate	None

Motion to Take from the Table

Statement of the Question. —

1. By the proposer after obtaining recognition:

"I move to take from the table the question referring to the appropriation for a swimming pool."

2. By the chairman after hearing a second:

"It has been moved to take the question referring to the appropriation for a swimming pool from the table. Those in favor say, 'Aye'; those opposed, 'No.' The motion is carried. Will the secretary please read the motion referred to?"

Discussion. — The purpose of laying a question on the table is to put the consideration aside temporarily with the provision that it may be taken up at any convenient time. Therefore the motion *to take from the table* can be proposed at any time after the business that immediately followed the laying of the question on the table is disposed of. Naturally it is not in order until some business has intervened, as the assembly would hardly waste time in laying aside a question that it was ready to consider.

When a motion is taken from the table, it is in exactly the same condition it was before it was laid on the table. For example, if a motion, two amendments, and a motion to refer the question to a committee have been laid on the table, when taken from the table, the chairman must state the question of referring the motion to a committee first. When this is disposed of, he then states the amendment to the amendment, etc. One exception occurs to this ruling; that is, that the previous question loses its effect if the motion is not taken up until the next session.

The effect of the motion to lay on the table lasts only through the session immediately following the one at which it was passed; therefore, if it is desired to bring before the assembly the motion that has been laid on the table at any time after the second session, it is necessary to propose it as a new main motion since the motion to take from the table is no longer in order.

Rules and Their Reasons. — Take from the table is a special main motion because it brings before the assembly a question to be considered. As such it is subject to all the rules applying to a main motion, with the following

two exceptions: namely, that under certain conditions it may interrupt a speaker, and that it is undebatable. Naturally, a motion once proposed and laid on the table should have precedence over any new main motion. Therefore a motion to take from the table may be introduced even after a main motion has been proposed, providing the latter has not been stated by the chairman. If a member wishes to take a question from the table after another member has been assigned the floor to propose a new main motion, he should say in addressing the chair that he rises to take a question from the table. The chairman then assigns him the floor. If, however, the chairman has stated the main motion before the member claims the floor, the member must wait until that question is disposed of.

XII. Chart of Take from Table

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	No	Majority	After business has intervened	None

Motion to Postpone Indefinitely

Statement of the Question. —

1. By the proposer after obtaining recognition:

"I move to postpone the motion before the house indefinitely."

2. By the chairman after hearing a second:

"It has been moved and seconded to postpone the motion before the house indefinitely. Is there any discussion? All in favor of postponing the motion indefinitely say, 'Aye'; those opposed, 'No,' etc."

Discussion. — The purpose of the motion *to postpone indefinitely* is to suppress the main motion before the house without incurring the risk of having it come to a direct vote. Judged by its name, the motion appears only to postpone the main question to a later indefinite date, but in reality, a motion that is postponed indefinitely is suppressed for the session. If the main motion that is postponed indefinitely ever comes up at another session, it must be brought up as a new main motion.

The motion to postpone indefinitely is frequently used by the opponents of a main motion to determine their strength. If the motion to postpone indefinitely is carried, the object of the opponents is accomplished, since in all probability, the motion that is indefinitely postponed will not be brought up again. If it fails to carry, the opponents of a main motion have still gained certain advantages; they find out just what their strength is, since all persons opposed to the motion itself have probably voted for the motion to postpone indefinitely, and if they "call for a division" they may know exactly who favors the motion and who opposes it, and can shape their arguments accordingly, as they still have opportunity left for debate.

Rules and Their Reasons. — Since the motion to postpone indefinitely does not require immediate decision, it cannot interrupt a speaker. As the assembly guards against the wasting of its time by requiring that all

questions to be considered first receive the indorsement of at least two members, this motion requires a second. The effect of the motion to postpone indefinitely is drastic in that it rejects the main motion; therefore it is debatable. Because a decision upon the motion to postpone indefinitely is practically equal to a final decision upon the main motion, it cannot be discussed without discussing the merits of the main question, and is one of the motions that is said to "open the main question to debate." In other words, discussion of the motion to postpone indefinitely is not confined to the propriety of the motion itself, but may include any discussion that would be in order on the main motion. This motion does not break any fundamental principle, and therefore requires only a majority vote.

XIII. Chart of Postpone Indefinitely

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Yes	Majority	No	Limit debate—Previous question—Reconsider

Exercises

1. Hold a regular meeting and see how many of the subjects throughout the order of business may be disposed of by applying to them the motion to lay on the table. During the last half of the period take from the table several of the motions placed on the table earlier in the period.

2. Appoint some member to act as a retiring president of the Rotary Club. Have him prepare a president's report to be read at the next meeting. As an aid in preparing such a report refer to *Model Forms*, pages 222-223 of the Appendix.

3. Let some pupil, in a brief talk, outline several concrete situations in which the motion to lay on the table would prove useful.

4. Let several members of the class oppose a motion that is proposed, and let one of them move to postpone it indefinitely. If this is not carried, try further means to keep the motion from being carried at this session.

Lesson XIX

POSTPONE DEFINITELY — CREATE ORDERS OF THE DAY — CALL FOR ORDERS OF THE DAY

Motion to Postpone Definitely

Statement of the Question. —

1. Simple motion,

a. By the proposer after obtaining recognition:

"I move to postpone the motion before the house until next meeting (or until 3 P.M., or until after the speech on 'Citizenship')."

2. Motion to postpone to an adjourned meeting,

a. By the proposer after obtaining recognition:

"I move to postpone the motion before the house until (name the day previously set for the adjourned meeting)."

3. Motion to postpone and make it a special order,

a. By the proposer after obtaining recognition:

"I move to postpone the question until next meeting at 3 o'clock and make it a special order of the day."

b. By the chairman upon hearing a second:

"It has been moved and seconded to postpone the motion before the house until next meeting (or to either of the above times set). Are there any remarks upon the propriety of the time of this postponement? All in favor of postponing the question until next meeting say, 'Aye,' those opposed, 'No.' The motion is carried and the question is postponed until next meeting."

Discussion. — The purpose of the motion *to postpone definitely* is to fix a definite time for the further consideration of the question before the house. It is similar in purpose to the motion to lay on the table, except that the latter motion lays aside the question with the understanding that it may be taken up at any time by a majority vote, while the motion to postpone definitely provides a certain time when all members are to be prepared to consider the question.

The time that is fixed by the motion to postpone definitely cannot go beyond the next regular session, for postponement to a distant time would be almost equivalent to an indefinite postponement. Neither can a motion to postpone definitely be so worded as to have the effect of an indefinite postponement. For example, if a motion "to attend the Union Meeting that is to be held to-night in the City Auditorium" is pending, it cannot be postponed to "the meeting next week," since this would, in effect, defeat the measure and thus use the motion to postpone definitely in an illegitimate way.

If it is desired to postpone a question to any time other than to that of a regular meeting of the organization, the time for the special or adjourned meeting must be fixed by vote of the assembly before the motion to postpone the question to that time is in order.

If the assembly cannot finish considering a question, or if for any reason it does not wish to consider it at a regular meeting to which it was postponed, the question may be repostponed to an adjourned meeting. Even matters the consideration of which is fixed for a certain time by the constitution or by-laws, such as elections, may be postponed to an adjourned meeting because an

adjourned meeting is really a continuation of the same meeting of which it is an adjournment.

The motion to postpone definitely cannot be applied to a class of business; as, for example, "committee reports," or "unfinished business." Each committee report or piece of business must be taken up in proper order and, if desired, postponed individually.

When a matter has been postponed to a certain time, it becomes an "order of the day" for that time; and it cannot be considered before that time, unless the rule governing the consideration of it is suspended by a two-thirds vote, or unless the vote upon the motion postponing the question is reconsidered; in which cases it may be considered at once. Neither can the assembly refuse to consider the question when the time arrives for consideration of it, except by a two-thirds vote.

The motion to postpone definitely cannot be amended except by changing the time of postponement or by adding a phrase making the matter a "special order," as will be explained later.

When the time arrives to which a motion has been postponed there are two ways in which it may be brought before the assembly for consideration. If no definite hour for its consideration is set in the motion to postpone, it is brought up and placed before the assembly by the chairman under unfinished business. At the beginning of each meeting the secretary should provide the chairman with a list of the subjects under unfinished business, so that he will be prepared to submit each one in turn to the assembly. If a subject has been overlooked by the chairman, any member may present it when the chairman asks, "Is there any further unfinished business?"

If a definite hour for consideration of the postponed motion is set in the motion postponing it, the question is brought before the assembly as an order of the day either by the chairman, or, if he neglects it, by a member calling for the orders of the day, as will be explained under the paragraphs on *Orders of the Day*.

Rules and Their Reasons. — The motion to postpone definitely cannot interrupt a speaker because its purpose is not so urgent that it cannot wait until the speaker has finished. In order that the assembly may be assured that more than one member desires to postpone the consideration of a question, the motion to postpone definitely requires a second. It is self-evident that since the purpose of the motion is to defer discussion until a more opportune time, it should not itself be open to extensive debate. However, in order that the assembly may have some basis on which to decide the

XIV. Chart of Postpone Definitely

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Limited debate	Majority	After debate	Amend — Limit debate — Previous question — Reconsider

question of postponement, a few remarks in regard to the propriety of postponement are in order. Since it does not suppress debate on a question, but merely postpones the discussion, it breaks no fundamental rule of debate or procedure, and therefore it requires only

a majority vote. If a phrase making the postponed motion a "special order of the day" is included in the motion to postpone definitely, however, it requires a two-thirds vote. The reason for this rule will be clear after a study of *Orders of the Day.*

Motion to Create Orders of the Day

Statement of the Question.—

1. General order,
   a. Made as a main motion,
      (1) By the proposer after obtaining recognition:

"I move to make the question referring to the purchase of furniture for our new clubrooms a general order of the day for Friday at three o'clock."

(2) By the chairman after hearing a second:

"It has been moved and seconded to make the question referring to the purchase of furniture for our new clubrooms a general order of the day for Friday at three o'clock. Is there any discussion? All in favor of making the question a general order of the day for Friday at three o'clock say, 'Aye'; those opposed, 'No,' etc."

b. Made as a subsidiary motion,
   (1) By the proposer after obtaining recognition:

"I move to postpone the motion before the house until Friday at three o'clock" (*or* "until after Senator McFarland's Address," *or* "until next meeting").

(2) By the chairman after hearing a second:

"It has been moved and seconded to postpone the motion before the house until Friday at three o'clock. Are there any remarks on the propriety of postponing it? All in favor of postponing the question until Friday at three o'clock say, 'Aye'; those opposed, 'No,' etc."

2. Special order,

a. Made as a main motion,

(1) By the proposer after obtaining recognition:

"I offer the following resolution and move that it be made a special order of the day for Friday evening at eight o'clock: 'Resolved, That this organization endorse the proposed city bridge project.'"

(2) By the chairman after hearing a second:

"The following resolution: 'Resolved, That this organization endorse the proposed city bridge project,' has been moved and seconded as a special order of the day for Friday evening at eight o'clock. Is there any discussion? Those in favor of creating this resolution as a special order of the day for Friday evening at eight o'clock, rise. Be seated. Those opposed, rise. Be seated — etc."

b. Made as a subsidiary motion,

(1) By the proposer after obtaining recognition:

"I move to postpone the motion before the house until Friday at 2:10 P.M. and make it a special order of the day for that time."

(2) By the chairman after hearing a second:

"It has been moved and seconded to postpone the motion before the house until Friday at 2:10 P.M. and to make it a special order of the day for that time. Are there any remarks on the propriety of postponing the question? All in favor, rise. Be seated. Those opposed, rise. Be seated — etc."

Discussion. — *Orders of the day* are subjects the consideration of which has been assigned to a definite future time, either by a main motion creating them as orders, or by the motion to postpone definitely. There are two kinds of orders: *general* and *special.* Both types may be created in three ways. A main motion may be pro-

posed providing that a certain subject be made a general or a special order for a particular time; a program or order of business that provides a definite order or time for transacting business may be adopted; or the consideration of a matter may be fixed for a definite time by the motion to postpone definitely. All of these motions fix a definite time for the consideration of one or more questions, which then automatically become orders of the day.

A general order is a subject that has been assigned by a majority vote to a particular day or hour, yet is not considered of sufficient importance to allow it to interrupt any business that may be pending at the time assigned for the consideration of the order. At the time appointed for its consideration, it takes precedence over any new question except a special order, and as soon as the pending business is disposed of, it is considered.

A general order is frequently assigned to a particular meeting without specifying a definite hour for the consideration of it. Under such circumstances it is considered as the *last* step under "unfinished business." If, when the meeting adjourns, a general order still remains undisposed of, it is brought up again at the next meeting as the *first* step under "unfinished business."

A *special order* is a subject that has been assigned for consideration to a particular hour by a two-thirds vote, and because of such action has the right to set aside any other business, except adjournment or recess, that may be pending when the time set for its consideration arrives.

When a program or order of business is adopted that specifies only the order in which business shall be transacted and fixes no definite time when each subject

shall be disposed of or considered, all matters mentioned in the program or order of business become general orders and require only a majority vote for adoption. No variation can be made in the order of considering the various matters listed in the program, except by general consent or by suspending the rules by a two-thirds vote.

On the other hand, when a program or order of business is adopted that assigns a definite hour to each topic, every subject included in the program or order of business becomes a special order of the day for the time set for the consideration of it. Therefore, such a program or order of business requires a two-thirds vote for adoption and cannot be changed without a two-thirds vote authorizing the change.

A motion to extend the time previously allotted the pending special order must be decided instantly and without debate, and a two-thirds vote is necessary for the extension.

If it is desired to consider a general or a special order before the time arrives, this may be done by a two-thirds vote to suspend the rule fixing the hour of consideration, or by a reconsideration of the vote on the motion that created it an order of the day.

If the time for the consideration of several orders conflicts, certain rules of precedence determine which order shall be considered first.

1. A special order, because of its greater importance, always takes precedence of a general order.

2. General orders take precedence among themselves *according to the time to which they are assigned.* For example, suppose that after a general order has been

created for 9 P.M., one is created for 8 P.M., and a little later another is created for 10 P.M. If at 9 P.M. the order set for 8 P.M. is still pending, the consideration of the 8 P.M. order is continued until the question is disposed of, regardless of the 9 P.M. order. When the 8 P.M. order is disposed of, the 9 P.M. order is taken up, even though it is past 10. In other words, the order of time to which the general orders were assigned is 8 P.M., 9 P.M., and 10 P.M., and in this order they are considered, though they may of necessity not be taken up at the exact hour named.

3. Special orders take precedence among themselves *according to the time when they are created.* For example, suppose that after a special order has been created for 9 P.M., one is created for 8 P.M., and a little later another is created for 10 P.M. If at 9 P.M. the order set for 8 P.M. is still pending, it is interrupted by the 9 P.M. order, which takes precedence of the 8 P.M. order, because it was created first. If the 9 P.M. order is still undecided at 10 P.M., it continues to hold precedence until disposed of, let us say at 10:30 P.M., because it was created before the 10 P.M. order. After 10:30 P.M. the 8 P.M. order is next considered because it was created second, and following it the 10 P.M. order. In other words, the order of time in which they were created was 9 P.M., 8 P.M., and 10 P.M.; therefore, they are considered in this order.

4. When a definite time is set for adjournment or recess, the adjournment or recess is an order of the day for that time. Its rule of precedence forms the only exception to the rules stated above. It takes precedence over any general or special order, and when the time arrives for recess or adjournment, the chairman de-

clares the recess or adjournment, thus interrupting any pending business. This is true even though there is a special order pending that was created before the hour for recess or adjournment was fixed. However, if the assembly wishes to postpone the time for adjournment, it may do so by a two-thirds vote.

Sometimes a subject is made a special order for a meeting. This is done frequently in conventions; for example, Wednesday evening may be set for the revision of the by-laws. In this case, the chairman brings the subject before the assembly immediately after the reading of the minutes.

Rules and Their Reasons. — It is natural that since a motion to create orders of the day is made either as a motion to postpone definitely or as a main motion, all the rules applying to these respective motions apply to it. There is one exception to this reasoning; namely, that the vote required for a special order of the day, whether it be created by a main motion or by a motion to postpone definitely, is a two-thirds vote. This is logical, for since a special order temporarily sets aside any pending business when the time for the consideration arrives, it must pay for this privilege by obtaining more than a majority vote.

XV. Chart of Create Orders of the Day

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Yes	General-majority Special-⅔	After debate	All

Motion to Call for Orders of the Day

Statement of the Question. —

1. By the proposer without waiting for recognition:

"Mr. Chairman, I call for the order of the day."

2. By the chairman without waiting for a second:

"The order of the day has been called for. If there is no objection we shall now proceed to the order of the day," *or*, "Shall we now proceed to the order of the day?" (If any member says, "I object," the chairman at once puts the question, "All in favor of now considering the order of the day, rise. Be seated. Those opposed, rise. Be seated," etc. If the motion is carried, he continues, "Will the secretary please read the order set for this time?")

Discussion. — The purpose of the motion *to call for the order of the day* is to enable the assembly to bring before it for consideration, in case the chairman neglects to do so, business assigned to that particular time. When the time arrives to which an order of the day has been assigned, it is the duty of the chairman to call the attention of the assembly to the fact. If it is a special order, he announces it even if business is pending; if it is a general order, he announces it as soon as the pending business is disposed of. If the chairman fails to do this, it is both the right and the duty of any member who notices the omission to rise and call for the order of the day. The chairman then states that the order of the day will be considered at this time. If any member objects, however, the motion to proceed to the order of the day is voted upon. If the assembly desires to continue the business that the order of the day is interrupting, a member may propose the following motion:

"I move that discussion upon the pending question be extended fifteen minutes" (*or*, "that the speaker's time be extended ten minutes").

This motion requires a two-thirds vote.

Whenever the order of the day is disposed of, the consideration of the interrupted business is taken up at the point where it was interrupted by the cali for the order of the day.

Rules and Their Reasons. — The right of a call for the order of the day to interrupt is determined by the status or urgency of the order. If it is a call for a special order, it may interrupt, because the assembly considered the subject of such importance when it created the order that it paid the price of a two-thirds vote so that it would have the right to interrupt, if necessary, when the time came to which it was assigned. Therefore, if the order can interrupt, the call for it can also interrupt. If the call is for a general order, it cannot interrupt a speaker or pending business, since when the order was created the assembly did not consider the subject of the order of sufficient importance to provide by a two-thirds vote that the consideration of it interrupt pending business. However, because of its priority in creation it has precedence over any new motion, and may even interrupt the motion after it has been proposed if it has not been stated by the chairman. Because the assembly has previously expressed a desire to consider the subject contained in the order, the call for the consideration of it does not need a second. It is evident that the call for the order of the day is not debatable because a decision upon it is merely an expression of the will of the assembly as to whether it wishes to con-

sider a question at the time set for it, and it is able to express an affirmative or a negative opinion without discussion. Because the assembly has already voted to take up the question at a definite time when it created it an order of the day, any deviation from this decision is an interference with the order of business and is similar to suspending the rules, and therefore pays the penalty of a two-thirds vote.

XVI. Chart of Call for Orders of the Day

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
Yes	No	No	None	After pending business is disposed of	None

Exercises

1. During the first part of the period let six students each create an order of the day by using the motion to postpone definitely or a main motion to create a special order of the day. These orders should all be set for some time during the latter half of the period. The remainder of the period should be devoted to calling for and disposing of these orders. Special attention should be paid to the precedence of these orders, as they will probably conflict with one another. Students should not forget to use all the motions explained in previous lessons in connection with the practice work of each lesson.

2. If another practice period can be devoted to this lesson, the class may arrange and adopt a program, thus making each number of the program an order of the day. This may consist of short orations and addresses prepared by the students on subjects that are of current interest. During the program the orders of the day should be called for whenever necessary and should be strictly observed.

Lesson XX

OBJECT TO CONSIDERATION — SUSPEND RULES — WITHDRAW A MOTION

Motion to Object to Consideration

Statement of the Question. —

1. By the proposer, without waiting for recognition:

"Mr. Chairman, I object to the consideration of this question."

2. By the chairman, without waiting for a second:

"Objection has been raised to the consideration of this question. All in favor of considering the question, rise. Be seated. Those opposed, rise. Be seated. There being a two-thirds vote in the negative, the objection is sustained and the question cannot be considered. (*Or*, Since the objection has failed to receive a two-thirds vote, it is lost. Is there any discussion upon the original motion?)"

Discussion. — The purpose of the motion *to object to consideration* is to enable the assembly to avoid questions that for any reason it is unwise to consider. It may be that the particular question is proposed at an inopportune time; that the assembly is not sufficiently informed to consider the question when it is proposed; or that the question itself is foolish, tactless, or unnecessary. If the assembly is unwilling to consider the motion proposed, either a member may object to the considera-

tion of the question, or the chairman may take a vote on the question of considering it, without waiting for any objection to be made. If the question is obviously frivolous, or concerns matters that are entirely foreign to the interests of the organization, the chairman may rule the motion out of order without putting the objection to a vote.

Main motions are the only ones that introduce new topics and, therefore, are the only motions to which objections to consideration may be applied. However, specific main motions that the assembly is obviously bound to consider, such as amendments to the constitution or by-laws, or reports of committees, cannot have this motion applied to them.

In order to accomplish its purpose the motion to object to consideration must be made soon after the main motion has been stated by the chairman, and before there has been any real progress in debate. Consequently, a rule has arisen that the objection to consideration is in order as soon as a motion has been stated by the chairman, but cannot be applied after debate, or after any subsidiary motion has been applied to the main motion.

Rules and Their Reasons. — In order that the purpose of this motion may be accomplished, it is permitted to interrupt a speaker. Since the proposer may be the only one who realizes the reasons why the motion objected to should not be considered, it naturally does not require a second. Obviously, a motion, the purpose of which is to avoid the consideration of a question is itself undebatable. Since every proposition presented for consideration is entitled to full and free debate, this

motion which debars any discussion would not be decided by a majority vote; in other words, it requires a two-thirds vote, since it prevents the consideration of a question by an assembly. Because of the fact that a motion should not be considered in the negative form, the statement of this motion by the chairman is properly not on the objection as it is proposed but on considering the question, and is stated thus: "All in favor of considering the question, rise." Hence, the two-thirds vote required to accomplish this objection must be a two-thirds vote in the negative of the motion as put to vote by the chairman. In other words, one more than a one-third vote in the affirmative will permit a question to be considered.

XVII. Chart of Object to Consideration

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
Yes	No	No	⅔ in negative	No	Reconsider

Motion to Suspend Rules

Statement of the Question. —

1. By the proposer after obtaining recognition:

"I move to suspend the rule that interferes with ——"

2. By the chairman after hearing a second:

"It has been moved and seconded to suspend the rule that interferes with ——. All those in favor, rise. Be seated. Those opposed, rise. Be seated."

Discussion. — The purpose of the motion *to suspend rules* is to allow an assembly to set aside some already established rule because it interferes with something that the assembly desires to do. The motion may be proposed at any time, but if it is proposed when business is pending it must refer to the business before the house.

The constitution can never be suspended, nor can the by-laws, unless the suspension of the latter is specifically provided for in one of the by-laws. Standing rules, rules of order, and any rule that is not a part of the constitution or by-laws or not a fundamental principle of parliamentary law may be suspended. No rule protecting absentees can be suspended, nor can a rule requiring that a vote be taken by ballot be suspended in order to hasten matters. No business except that for which the rules were specifically suspended can be introduced under the suspension.

Just as soon as the business for which the rules were suspended has been accomplished, the rules immediately and automatically become effective again.

Rules and Their Reasons. — The motion to suspend rules cannot interrupt a speaker, because even though it is in a way providing for an emergency, it is not of such vital importance as to deprive a speaker of the floor. It requires a second because the approval of two members is necessary to insure the assembly against a waste of its time by one member. No debate upon the motion is allowed, for none is necessary, unless it be merely a remark stating the necessity for the suspension, and the nature of the motion is such that it should be decided in as short a time as possible. It requires a two-

thirds vote because it sets aside, without previous notice, an established rule of the assembly.

XVIII. Chart of Suspend Rules

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	No	2/3	No, except by unanimous consent	None

Motion to Withdraw a Motion

Statement of the Question. —

1. By the proposer of the original motion after receiving recognition:

"I ask leave to withdraw my motion," *or* "I wish to withdraw my motion."

2. By the chairman without waiting for a second:

"Mr. Allen asks leave to withdraw his motion. If there is no objection, the motion will be withdrawn."

3. By any member if he wishes to object, without waiting for recognition:

"I object."

4. By any other member after obtaining recognition:

"I move that the member be allowed to withdraw his motion."

5. By the chairman without waiting for a second:

"It has been moved that the member be allowed to withdraw his motion. All those in favor say 'Aye'; those opposed, 'No.'"

Discussion. — The purpose of the motion *to withdraw a motion* is to enable a member to withdraw from the consideration of the assembly the motion that he has proposed if for any reason he desires to do so. This is in reality more of a request than a motion. Before a motion has been stated by the chairman, the proposer of it is allowed to modify or withdraw it at his pleasure. Once the motion has been stated to the assembly, however, it becomes the property of that body, and the proposer may withdraw or modify it only if no objection is raised by the assembly. When the mover requests the permission to withdraw his motion, the chairman asks if there is any objection, and if there is none, he announces that the motion is withdrawn or modified, as the case may be. If any one objects to the withdrawal or modification of the motion, it is necessary either for the chairman to take a vote upon the request, or for some member other than the proposer to present a motion granting leave to withdraw. This can be done up to the moment the vote upon the question is called for. If a motion is withdrawn, it naturally takes with it all motions pertaining to it, and the effect is as if no motion had been proposed.

The only motion that cannot be withdrawn except by unanimous consent, or by unanimous vote, is the motion to reconsider, if it is too late to renew it.

If the proposer of a motion wishes to accept an amendment that is proposed, without obtaining the floor, he says:

"Mr. Chairman, I accept the amendment."

If no one objects the chairman announces the motion as amended. If objection is raised, the chairman puts

the amendment to a vote, as it can be accepted only by general consent. When the motion is modified by the proposer, the member who seconded it may withdraw his second if he desires.

Rules and Their Reasons. — Because the *request* to withdraw a motion is not of great urgency, it does not interrupt a speaker. It does not require a second, for if the request is made before the motion to be withdrawn has been stated by the chairman, the motion is still in possession of the owner; and if made after the motion has been stated by the chairman and no objection is made, no vote is taken upon it.

The *motion* to grant a member permission to withdraw does not interrupt a speaker. It does not require a second, because this motion must be proposed by some member other than the proposer of the motion to be withdrawn, and thus the proposer of the motion to be withdrawn is considered to have seconded it. It is undebatable because it is a request that may be granted or denied by the assembly without discussion. Since it breaks no fundamental principle, it requires only a majority vote.

XIX. Chart of Withdraw a Motion

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	No	No	Majority	After debate	Reconsider

Exercises

1. At a regular meeting of the Marington Civic Association, the following motions were proposed. To which ones would you apply the motion to object to the consideration of the question? Give your reasons for your objection in each instance.

a. "I move that we devote the last half hour of our convention to deciding the question of an entire reorganization of our league."

b. "I move that this organization pledge itself to have every one of its members vote for Mr. Englehardt for President of the United States."

c. "I move that we start an investigation of the treasurer's books immediately."

d. "I move that before we listen to the speaker of the evening we fine the five members who came in late."

2. Have the class hold a special meeting to consider the question of "raising the monthly dues." Have several of the students propose motions to which there might reasonably be objection, and other members propose the motion to object to consideration.

3. Suppose that the following were standing rules of your organization. Outline a situation that would make it advisable to suspend each rule.

a. All business shall be completed before the speakers for the meeting shall be heard.

b. All members coming in late shall be fined fifty cents.

c. No persons other than members may be present during a business meeting.

d. No appropriation for assistance of non-members may be proposed.

e. Every member shall give a short talk at least once a month.

4. Give a brief discussion of the subject "Reasons why a member might wish to withdraw his motion."

5. Let three pupils propose motions and after they have been stated by the chairman attempt to withdraw them.

Lesson XXI

ADJOURN — FIX TIME TO WHICH TO ADJOURN — TAKE A RECESS

Motion to Adjourn

Statement of the Question. —

Unqualified Form:

1. By the proposer after obtaining recognition:

"I move that we adjourn."

2. By the chairman upon hearing a second:

"It has been moved and seconded that the assembly adjourn. All in favor say 'Aye'; those opposed, 'No.' The motion is carried. The meeting stands adjourned."

Qualified Form:

1. By the proposer after obtaining recognition:

"I move that we adjourn in ten minutes," *or*, "I move that we adjourn to meet on Friday at 3 o'clock."

2. By the chairman upon hearing a second:

"It has been moved and seconded that the assembly adjourn in ten minutes" (*or* to meet on Friday at 3 o'clock). Is there any discussion? All in favor say 'Aye'; those opposed, 'No.'"

Discussion. — The purpose of the motion *to adjourn* is to terminate formally the meeting of the assembly. It may be presented in either an *unqualified* or a *qualified* form, according to the exact purpose of the proposal.

If it is desired to adjourn immediately and without reference to any future meeting, the unqualified form is used, because the result thereof, if carried, is the automatic termination of the meeting. If, however, it is the purpose of the proposer that the meeting shall adjourn at some definite future hour, that hour is stated in the motion. This is the qualified form of adjournment. If carried, the assembly continues in session until the time designated in the motion, when it automatically terminates without reference to the business that may be before the assembly. The qualified form of adjournment is also used when it is desired to adjourn immediately, but at the same time to fix the time and place for reassembling, as "I move to adjourn to meet Friday at 2 P.M." If such a motion is carried, the meeting is automatically terminated, but the time for the future meeting has been fixed therein.

The motion to adjourn when unqualified is always a privileged motion; therefore it can be proposed at any time, even though other business is pending. To attach any qualifications, such as "to adjourn in five minutes," or "at noon," or "to meet at the call of the chairman," is never in order when there is a motion before the house, because such qualifications necessitate discussion and are not of sufficient urgency to warrant interruption of other business. In other words, the motion to adjourn when qualified is always a main motion and consequently may be presented only when there is no other business before the house.

There is one instance in which the unqualified motion to adjourn becomes a main motion; this occurs when there is no provision for another meeting either in the

motion itself or in the constitution or by-laws of the organization. If carried under such circumstances the effect of the unqualified motion to adjourn would be to dissolve the organization. Such important consequences of its passage warrant full and free discussion and opportunity to amend or qualify the motion to adjourn. In such a case, therefore, it is classed as a main motion subject to all the rules of that motion. As a main motion it may have any amendments attached that are germane.

A motion to adjourn is not in order when the assembly is engaged in voting. If the vote is taken by ballot, however, the assembly may adjourn before the ballots are counted, in which case the vote is announced as soon as business is resumed.

Occasionally, before the vote has been taken upon a motion to adjourn, a member rises and announces some important business to be attended to before adjournment. If the member who proposed the motion to adjourn feels that the matter that has thus been announced to the assembly is of sufficient importance, he may withdraw his motion to adjourn. If he does not withdraw his motion, however, the assembly may vote in the negative on the motion to adjourn if it desires to take up the suggested matter. This furnishes one of the reasons why an assembly must wait for adjournment until a chairman states the result of the vote on the motion to adjourn and declares the meeting adjourned.

There has been considerable ambiguity in the statements of parliamentary writers as to the meaning of the term "to adjourn *sine die* ('*sine die*' is a Latin expression

meaning 'without day')." It should be noted at the outset that this term does not refer to the form of proposing a motion, for there is no such motion as "I move to adjourn *sine die*." The term simply signifies the effect of an unqualified motion to adjourn upon the status of any future meeting of the same organization. In other words, the unqualified form of the motion to adjourn is always an adjournment *sine die*, except when a motion to fix the time to which to adjourn has been previously decided. This will be seen by an examination of the effect of the various forms of the motion to adjourn as follows:

1. When the motion to adjourn fixes the time for the next meeting, or when the time has previously been determined by the motion to fix time to which to adjourn, or when a program has been adopted by a convention, the next meeting is merely an adjourned meeting; that is, it is a legal continuation of the same meeting. After the reading of the minutes, the unfinished business is resumed at the point where it was interrupted by the motion to adjourn.

2. When a time for meetings is provided for in the constitution or by-laws of an organization, and when the unqualified motion to adjourn (namely an adjournment *sine die*, or an adjournment without time being fixed for another meeting) is moved, the session is terminated as soon as the motion to adjourn has carried. The next meeting then becomes a separate session. Usually unfinished business holds over from one session to another. There are two exceptions to this rule:

a. When a new set of officers has been elected, or in cases of a representative body when new represen-

tatives or delegates have been chosen so that the organization at its next meeting will be composed of a different personnel, unfinished business is dropped and is not held over until the next session.

b. When the meetings of an organization are separated by a rather long period of time (as for example three months) so that conditions may change during the interval, the unfinished business is dropped and does not hold over until the next session.

3. When no time for another meeting is provided for in the constitution or by-laws or has been determined by a previous motion, the unqualified motion to adjourn, when carried, dissolves the assembly or organization.

Rules and Their Reasons. — As has been stated, the qualified motion to adjourn is a main motion and consequently it follows all of the rules of a main motion.

The unqualified motion to adjourn is a privileged motion. It cannot interrupt the speaker because the closing of the meeting is not of so great importance that it cannot wait until the speaker has finished. It logically requires a second, because it is desirable that at least two members signify their interest in adjournment before the assembly be compelled to vote upon it. Because of its high privilege in setting aside other business, and because of the simplicity of the decision that the assembly is called upon to make, the motion is not debatable. However, it is always true that when any motion is before the house an announcement or remark of real importance to the assembly may be allowed; this is especially permissible in the case of the motion to adjourn which, if carried, might deprive the assembly of important information. A motion to adjourn breaks no

fundamental rule of procedure, and therefore requires a majority vote.

XX. Chart of Adjourn

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	No	Majority	After debate	None

Motion to Fix Time to Which to Adjourn

Statement of the Question. —

1. By the proposer after obtaining recognition:

"I move that when we adjourn, we adjourn (*or* stand adjourned) until Friday evening at eight o'clock in College Hall."

2. By the chairman upon hearing a second:

"It has been moved and seconded that when we adjourn, we adjourn to meet on Friday evening at eight o'clock in College Hall. All those in favor say, 'Aye'; those opposed, 'No.'"

Discussion. — The purpose of the motion *to fix time to which to adjourn* is to provide a future time and place for continuing the meeting then in progress. In other words, this motion makes provision for an adjourned meeting, which is in reality a legal continuation of the same meeting. Obviously the time set in the motion cannot be beyond the time for the next regular meeting, since there is no reason for holding an adjourned portion of a session after another session has intervened.

The motion to fix time to which to adjourn should not be confused with the motion to adjourn. The former is concerned only with the determination of the time and place for continuing the meeting in progress, and makes no provision for adjournment. The motion to adjourn, however, is concerned primarily with the time of adjourning the meeting. Certain forms of the motion to adjourn are easily confused with the motion to fix time to which to adjourn; but if one applies the test question, "Does this motion make any provision for adjourning this meeting?" and the answer is "Yes," the motion is one of adjournment. If the answer is "No," it must be a motion to fix time to which to adjourn. For example, if this motion is proposed:

> "I move that *when we adjourn*, we adjourn to meet to-morrow morning at 10 o'clock,"

it is clearly a motion to fix the time to which to adjourn, since it does not provide for an immediate adjournment. But, if the motion were proposed,

> "I move *to adjourn to meet* at 10 o'clock to-morrow morning,"

it might seem to be a motion to fix time to which to adjourn. By applying the test, however, it is seen to be really the motion to adjourn, since it provides for immediate adjournment.

If it is desired to fix or change the time for a special or a regular meeting, this must be done by a main motion, since the motion to fix time to which to adjourn is only concerned with fixing the time of an adjourned meeting, or in other words, with a continuation of the meeting then in progress.

The motion to fix time to which to adjourn is in order

at any time because it has precedence over every other motion. It cannot interrupt a vote, but it can be proposed even after the vote has been taken on the motion to adjourn, provided the chairman has not, as a result of the vote, declared the meeting adjourned.

If there is any business pending before the assembly when the motion to fix time to which to adjourn is proposed it is a privileged motion, but if there is no other business before the house, it is a main motion.

Rules and Their Reasons. — When the motion to fix time to which to adjourn is proposed as a main motion, it follows all the rules of that motion. When proposed as a privileged motion it cannot interrupt a speaker, for

XXI. Chart of Fix Time to Which to Adjourn

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Limited debate	Majority	Not for same time	Amend Reconsider

there will be opportunity when a speaker has concluded to propose the motion, and there is no necessity of determining the time for the next meeting until the speaker has finished; it naturally requires a second, because the assembly must be assured that at least two people desire its consideration; it is not debatable, because of its high privilege in setting aside other business, but as the time and place proposed may be unsuitable, it is subject to what is known as "limited debate and amend-

ment" — in other words, it may be amended only by changing the time and place, and debate on this point is limited to a few brief remarks as to the propriety of the time and place proposed. This motion breaks no fundamental rule of procedure, and therefore requires a majority vote only.

Motion to Take a Recess

Statement of the Question. —

1. By the proposer after obtaining recognition:

"I move that this assembly take a recess of five minutes," *or* "until called to order by the chairman," *or* "until nine o'clock."

2. By the chairman upon hearing a second:

"It has been moved and seconded that this assembly take a recess for five minutes. All in favor of the motion say 'Aye'; those opposed, 'No.' "

Discussion. — The purpose of the motion *to take a recess* is to enable the assembly to adjourn for a short time. It is often convenient when counting ballots, or while waiting for a speaker, or as a rest period during a long session, to be able to adjourn for a brief period of time. The motion takes effect immediately unless it contains a specification to the contrary; as for example, "I move to take a recess at three o'clock." When the assembly reconvenes, business is continued exactly as though there had been no interruption.

If made when no other business is before the house or if the recess referred to in the motion is to occur at a future time, the motion to take a recess is a main motion. If made when other business is before the house,

it is a privileged motion. When it is a privileged motion, it may be amended only by changing the time of recess.

When an assembly is meeting for a whole day and adjourns for short intervals at meal time or any other time, the intervening periods of time are spoken of as recesses even though they were not created by the motion to take a recess.

Rules and Their Reasons. — If the motion to take a recess is made as a main motion, it follows all of the rules of a main motion. If made as a privileged motion, it cannot interrupt a speaker, because an intermission is not of so great importance that it cannot wait until the speaker has finished; it requires a second in order that the assembly may feel justified in giving time for the consideration of it; because of its high privilege of setting aside business and because of the simplicity of the decision which it calls upon the assembly to make, it is undebatable. As it breaks no fundamental rule of parliamentary procedure, a majority vote is sufficient to carry this motion.

XXII. Chart of Take a Recess

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Limited debate	Majority	After business has been transacted	Amend

Exercises

1. Congress employs an interesting custom when the time set for adjournment arrives and there still remains important business to be transacted. Some student may look up this custom and give a three-minute report upon it.

2. Which of the following motions are motions to adjourn and which are motions to fix time to which to adjourn?

a. "I move that when we adjourn we adjourn to meet on Friday at three o'clock."

b. "I move that we adjourn to meet on Friday at three o'clock."

c. "I move that we adjourn to meet at the call of the chairman."

3. Let some student become thoroughly familiarized with the chart on the renewal of motions found on page 244, and then let him explain the chart to the class. During the talk the student should refer constantly to the chart. For this purpose a large-sized copy of the chart should be printed on a sheet of paper or written on the blackboard. Hereafter, as each motion is studied the rules governing its renewal should be ascertained from the renewal chart. The facts governing the renewal of motions need not be memorized but should be understood. The chart should be consulted whenever a doubt arises as to the rules for renewing any motion.

4. Acting as the Massachusetts State Bankers Association that holds regular meetings on the first Monday of every month the class may practice the following:

a. Providing for and holding an adjourned meeting.

b. Fixing the time for adjournment.

Lesson XXII

RECONSIDER—RECONSIDER AND HAVE ENTERED ON THE MINUTES

Motion to Reconsider

Statement of the Question. —

1. By the proposer without waiting for recognition:

"I move to reconsider the vote on the motion concerning the erection of tennis courts."

2. By the chairman upon hearing a second:

"Did you vote on the prevailing side?"

3. By the member:

"I did."

4. By the chairman:

a. If some member has the floor:

"It has been moved and seconded to reconsider the vote on the question concerning the erection of tennis courts. The secretary will please make a note of the motion."

b. If the motion can be taken up at the time proposed:

"It has been moved and seconded to reconsider the vote on the question concerning the erection of tennis courts. Is there any discussion? All in favor of reconsidering the vote on the question say, 'Aye'; those opposed, 'No.' The motion to reconsider is carried; therefore, the question concerning the erection of tennis courts is open for discussion. Will the secretary please read the motion?"

Discussion. — There are two motions to reconsider, each serving a different purpose. One is called the motion to *reconsider;* the other, the motion to *reconsider and have entered on the minutes.* The purpose of the motion to reconsider is to provide, for a brief time, a means of discussing and deciding a matter that has previously been disposed of by a vote. In other words, the assembly by the motion to reconsider is enabled to set aside a vote formerly decided and take a new vote upon the motion. The motion to reconsider and have entered on the minutes will be explained later.

The first fact to understand in connection with the motion to reconsider is that it cannot be proposed at any meeting except at one held on the day of the taking of the vote that is to be reconsidered or on the day following. In other words, a vote cannot be reconsidered if more than a day has elapsed since the day that the vote was taken.

Another fact that is peculiar to the motion to reconsider is that no person may move to reconsider unless he voted on the prevailing side (determining side, which may be either affirmative or negative). This limitation is placed upon the motion to reconsider in order that the assembly may be assured that there has been a change in opinion of some one who participated in the determination of the action formerly taken upon the motion. Because of this limitation, it frequently happens that a member in favor of the losing side will vote with the winning side so as to reserve the right to move to reconsider.

The precedence of the motion to reconsider is peculiar in that the proposal to reconsider has a different pre-

cedence from that of the consideration of it. The motion to reconsider may be proposed at any time, even though a speaker has the floor, or another question is pending, or even after it has been voted to adjourn, provided that the chairman has not declared the meeting adjourned. Although the proposal of the motion has such high precedence, the consideration of the motion has only the precedence of the motion that is to be reconsidered. For example, if a main motion is being considered, some member could propose to reconsider the vote upon another main motion passed earlier in the meeting, but the motion that is pending would be disposed of before the motion to reconsider could be taken up. As soon as the pending motion is disposed of, however, the motion to reconsider would have precedence over any other main motion. Another example of the fact that the consideration of the motion to reconsider has only the precedence of the motion that is to be reconsidered is shown in the following: Suppose that a main motion is pending, next a motion to refer to a committee is proposed, voted upon, and lost, then a motion to lay on the table is proposed and is pending when some one moves to reconsider the vote on the lost motion to refer to a committee. The assembly first takes a vote upon the motion to lay on the table, and if this is lost the assembly next votes upon the motion to reconsider the motion to refer to a committee, because the motion to reconsider in this instance has the same rank as refer to a committee. If the motion to reconsider is carried, the chairman calls for discussion upon the motion to refer to a committee.

When, according to precedence, the time arrives for

the consideration of the motion to reconsider, it does not always follow that it will be considered. If the motion that it has been moved to reconsider is a privileged, a subsidiary, or an incidental motion, it must be decided before the pending main motion can be voted upon, and the chairman is obliged to present the motion to reconsider and have it voted upon just as soon as its precedence makes this possible. On the other hand, if the motion to be reconsidered is not one that must be decided before the pending main motion can be disposed of, the chairman is not obliged to present the motion to reconsider to the assembly, but waits until some member "calls it up." "Calling up a motion to reconsider" means the demand by a member that the motion to reconsider, previously made and now in order, be considered and decided immediately. The form for "calling up" the motion to reconsider is,

> "Mr. Chairman, I call up the motion to reconsider the vote on, etc."

This call requires no second nor vote, and if the call is in order, the chairman says,

> "The motion to reconsider the vote on (stating the motion to be reconsidered) is called up. The question is 'Do you wish to reconsider the vote on the motion just stated?' (If debatable — Is there any discussion?) etc."

When it is desired to reconsider the vote on an amendment of either rank, and the main motion to which the amendments applied has been voted upon, it is necessary to reconsider the vote on the main motion also. Reconsideration, both of the main motion and of its amendment, is included in one motion, thus,

"I move to reconsider the votes on the resolution relating to the beautifying of the County Park, and of the amendment to add the words 'and appropriate $500 for this purpose.' "

In this instance the chairman puts the vote on the motion to reconsider; then, if carried, on the amendment; then on the main motion.

The vote upon certain motions cannot be reconsidered. It is unnecessary to memorize these motions, since there are logical principles that determine whether any vote may be reconsidered. The motion to reconsider cannot be applied to:

1. Motions that may be renewed within a reasonable time. For example, the motion to adjourn which may be renewed as soon as there has been progress in debate. The principle on which this rule is based is that it would be waste of time to go through the long process of taking the two votes that would be necessary to reconsider the motion to adjourn when the same result could be accomplished by again moving to adjourn.

2. A vote upon a motion, when practically the same result may be accomplished by some other parliamentary motion. For example, to move to take from the table would accomplish the same result in a quicker way than to move to reconsider an affirmative vote to lay on the table.

3. A vote as a result of which something has been done that cannot be easily undone. For example, an affirmative vote on a motion that amounts to a contract when the other party to the contract has been notified; or a vote electing a person to office if he is present and does not decline, or if absent is notified in the regular manner and does not decline.

4. An affirmative vote on any rule that requires previous notice for its amendment. For example, a constitution or by-laws cannot be reconsidered after being adopted because this amounts to amendment without due notice.

In committees the motion to reconsider is not limited to the day that the motion to be reconsidered was proposed, but may be moved at any time, by any committee member who did not vote with the minority. However, unless every member who voted upon the prevailing side has been notified that the reconsideration is to be moved, it requires a two-thirds vote.

The result of *proposing* the motion to reconsider is to suspend all action upon the motion to be reconsidered until the motion to reconsider is called up or until the effect of the motion is terminated. The temporary suspension of action on the motion to be reconsidered continues only during the session in which the motion to reconsider is proposed, except in organizations holding regular meetings as often as quarterly; then it continues until the close of the next succeeding session. As long as its effect lasts any one at a special, an adjourned, or a regular meeting may call up the motion to reconsider.

The effect of the *adoption* of the motion to reconsider is to place the motion to be reconsidered before the assembly in the same condition that it was just before the vote to be reconsidered was taken.

Rules and Their Reasons. — Logically, the proposal of the motion to reconsider may interrupt a speaker because its purpose is to suspend action temporarily on the motion to be reconsidered and thus prevent a mistake. It requires a second to assure the assembly that

time will not be spent in considering a question that only one person favors. This second must be made at the time of proposing the motion to reconsider and not at the time it is called up. The motion to reconsider follows an obviously logical rule as regards debate. If the question to be reconsidered is debatable, the motion to reconsider opens the question to be reconsidered to debate, because the merits of one cannot be considered apart from the other. The vote required is a majority, regardless of the vote required for the motion to be reconsidered, as no fundamental principle is broken by the motion to reconsider.

XXIII. Chart of Reconsider

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
Yes	Yes	Yes	Majority	No	Limit debate — Previous question — Postpone definitely — Lay on table.

Motion to Reconsider and Have Entered on the Minutes

Statement of the Question. —

1. By the proposer without waiting for recognition:

"I move to reconsider the vote on the motion referring to the purchase of the lot on Elm Avenue and have it entered on the minutes."

2. By the chairman upon hearing a second:

"Did you vote on the prevailing side?"

3. By the proposer:

"I did."

4. By the chairman:

"It has been moved and seconded to reconsider the vote on the motion referring to the purchase of the lot on Elm Avenue and have it entered on the minutes. The secretary will please enter this motion on the minutes."

Discussion. — The purpose of the motion *to reconsider and have it entered on the minutes* is to suspend action upon a motion that has been decided at a meeting where only a small percentage of the members of the organization are present, and that some members feel assured would be contrary to the opinions of a majority of the members. In large organizations a quorum, or the number necessary to transact business legally, is but a small per cent of the membership of the organization. Sometimes a very small minority, who for a particular meeting form a temporary majority, determine an important question that would be decided adversely if a larger representation were present. In such a case, a member by moving to reconsider and have it entered on the minutes may suspend action on the motion to be reconsidered until the members may all be informed as to the question to be voted upon and be present to vote when the question of reconsideration comes up at the next meeting. The reason why the simple motion to reconsider is not used in such an instance is that were it proposed, some member of the temporary majority that decided the motion might call it up at once, giving no opportunity to notify absent members whose vote might change the result. Therefore, a member who is opposed

to the action about to be taken may vote with the prevailing side in order that he may have the opportunity of moving to reconsider. The essence of the motion to reconsider and have it entered on the minutes is that no one can call it up until another day after the one at which it was proposed, except that, when it is proposed on the last day of a session of an organization that does not meet as often as quarterly, it may be called up on that same day. Therefore, action is deferred until all of the members have a chance to vote at the next meeting.

When a member rises to move to reconsider and have it entered on the minutes, the chairman follows the same procedure as when the simple motion to reconsider is proposed and assures himself that the member voted on the prevailing side. He then directs the secretary to enter this motion on the minutes. No vote is taken until the motion is called up.

The motion to reconsider and have it entered on the minutes can be proposed only on the day on which the vote to be reconsidered was taken. On that day it is in order at any time even after the simple motion to be reconsidered has been voted upon, if the vote upon it has not yet been announced by the chairman; when made after the simple motion to reconsider is pending, the motion to reconsider and have it entered on the minutes automatically disposes of the simple motion to reconsider. The only exception to this rule occurs in the case of an organization that does not meet regularly as often as quarterly. In such case the motion cannot be proposed at the last business meeting of a session.

The motion to reconsider and have it entered on the

minutes applies only to votes that finally dispose of a main motion. These are an affirmative or negative vote on a main motion, an affirmative vote on the motion to postpone indefinitely, and a negative vote on the motion to object to consideration. These are the only votes against which a majority needs protection to prevent a question's being finally decided against their wishes by a few members.

If this motion is used to block action on a motion that has already received the approval of a large majority of the members of an organization and that should be acted upon before the next regular meeting, a member of the majority may move to adjourn to meet on the next day. At this adjourned meeting any one may call up the motion to reconsider, and thus defeat the suspension of the original motion.

Rules and Their Reasons. — As this is merely another method of moving to reconsider that provides for the suspension of all action upon the motion to be reconsidered, the motion to reconsider and have it entered on the minutes follows all of the rules of the simple motion to reconsider.

XXIV. Chart of Reconsider and Have Entered on the Minutes

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
Yes	Yes	No	None until called up	No	None

Exercises

1. Let the class hold a senior class meeting. Suppose that the following motion was voted upon and carried at the preceding regular meeting: "I move that each senior bring a dog to the senior class picnic," and a motion to reconsider it was entered on the minutes at the same meeting. Let some student call up the motion to reconsider and let the class redispose of the main motion.

2. At this class meeting let every motion studied thus far be proposed.

3. Which of the following motions cannot be reconsidered? Give your reasons:

(1) I move to adjourn.

(2) I move to appropriate $50 to buy a wooden leg for Allen Keys.

(3) I move to amend By-law 8, Section I, by adding the words "to be paid semiannually."

(4) I move to lay the motion on the table.

4. Enter upon the minutes motions to reconsider three motions already passed, and pretending that the next meeting is in progress, allow three students to call up the motions that were "entered on the minutes."

Lesson XXIII

RESCIND OR REPEAL—EXPUNGE

Motion to Rescind or Repeal

Statement of the Question. —

1. By the proposer after receiving recognition:

"I move to rescind the action taken upon the motion passed near the latter part of June by which this organization went on record as opposed to the issuance of new school bonds."

2. By the chairman upon hearing a second:

"It has been moved and seconded to rescind the motion passed near the latter part of June, by which this organization went on record as opposed to the issuance of new school bonds. Will the secretary please read the motion referred to? Is there any discussion? All in favor of the motion to rescind this motion, rise. Be seated. Those opposed, rise. Be seated."

Discussion. — The motion *to rescind or repeal* is similar to the motion to reconsider. The purpose of the motion to reconsider is to bring before the assembly for consideration and decision a second time a motion previously decided. The result of this motion, if carried, is merely to allow a second consideration that may, or may not, change the original vote. The purpose of the motion to rescind or repeal is not to reconsider the vote upon a motion, but to render ineffective the vote formerly taken upon it.

Because of the similarity in purpose of these motions each has a fixed period of time during which it may be proposed. While the motion to reconsider can be made, or can be called up, if previously made, the motion to rescind is out of order; as soon as the motion to rescind can be made, the motion to reconsider is out of order.

The motion to rescind may be introduced only when there is nothing before the assembly because it is a specific main motion. It may be applied to the vote on all main motions, questions of privilege and appeals, except when as a result of a vote something has been done which cannot be undone, or when a resignation has been acted upon, or when some member has been elected to, or expelled from, membership or office, and has been notified of the fact.

Rules and Their Reasons. — As the motion to rescind is a specific main motion, it follows all the rules of a main motion except as regards the vote. An organization has a right to suppose that after a matter has been

XXV. Chart of Rescind

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Yes	⅔	No	. All

adopted and a reasonable time has been allowed for a proposal of reconsideration that the action taken is settled. If a change by rescinding, therefore, is to be made, notice should be given at the preceding meeting

or in the call for the meeting. This notice can be given when other business is pending, but cannot interrupt a speaker. If such notice has been given, the motion to rescind requires the regular majority vote. But if notice has not been given, either a two-thirds vote of the members voting or a majority vote of the entire membership is required.

Motion to Expunge

Statement of the Question. —

1. By the proposer, after obtaining recognition:

"I move to expunge from the minutes the motion passed on January first, that reads: 'Resolved, That this assembly express its hearty disapproval of the inefficiency of the city police department as exhibited in the Barry murder case.'"

2. By the chairman after hearing a second:

"It has been moved and seconded that the motion passed on January first, concerning the Barry murder case, be expunged from the minutes. Is there any discussion? Those in favor, rise. Be seated. Those opposed, rise. Be seated, etc."

Discussion. — The motion *to expunge* is similar to the motion to rescind in that it repeals action previously taken. The motion to expunge, however, is used to express very strong disapproval of the action, and is so drastic that it is rarely used. In Congress, where it originated, it has been used but a few times. The first noteworthy instance occurred during the administration of President Jackson. The Senate had passed a resolution censuring the President for his action in connection with public funds and the banks. In 1837 the

President's policy having proved advisable, Senator Benton introduced a motion expunging from the records the resolution of censure.

If the motion to expunge carries, the secretary draws a line around the words to be expunged and writes across them "Expunged by order of the Association" and the date, followed by his signature.

Rules and Their Reasons. — The motion to expunge is subject to the same conditions as to the time when it may be proposed as the motion to rescind. Also the questions to which it may be applied are the same as those to which the motion to rescind may be applied. Furthermore, it follows the same rules as the motion to rescind, except that the motion to expunge always requires a two-thirds vote.

XXVI. Chart of Expunge

May Interrupt a Speaker	Requires a Second	Debatable	Vote Required	May be Renewed	Motions that may Apply
No	Yes	Yes	⅔	No	All

Exercises

1. Many classes in parliamentary law find it enjoyable to close the work of the year with a "Parliamentary Contest." The class is divided into two sections, and for the purpose of clearness names are given to both sides; such as, Republicans and Democrats, or Majority and Minority. One of the sides is given a number of members equal to two-thirds of the class, the remaining third composing the other side. The majority introduce the motion that the minority oppose. The aim of the majority is to bring the motion they have

introduced to a vote within thirty minutes, while the aim of the minority is to keep this motion from coming to a vote. The minority must accomplish their task by employing parliamentary tactics, since debate is limited to half a minute for each speaker. Although it is not the aim of parliamentary law to block action, by the minority, as is attempted in this contest, the practice in rapid thinking that such a contest affords makes it an effective test of the pupils' knowledge.

2. Another form of contest that is interesting is held by dividing the class into three groups; for example, Republicans, Democrats, and Independents. About one-third of the class is included in the Independent group, while the remaining pupils are divided into two groups, two-thirds in one; one-third in the other. The Democrats then introduce a motion that the Republicans attempt to block, while the Independents add to the general excitement by speaking first on one side and then on the other, and by introducing motions and ideas of their own. If desired, interest in the contest may be heightened by providing songs, slogans, and humorous political banners for the different parties. The best results are achieved where the contest is given before an audience, since spectators lend enthusiasm. In order that all may hear and see what is being said and done, the class may be seated upon a platform with lines of demarcation between the groups; while the chairman may stand in the audience toward the rear of the room. This arrangement enables the audience to see and hear the contestants.

3. Students who are interested in civics will find both profit and enjoyment in holding a party convention, a meeting of Congress, or a session of the State Legislature, modeled after the actual meetings of these bodies.

APPENDIX

MODEL FORMS

Call for Initial Meeting

Any person interested in the formation of an organization may issue a call for an initial meeting, as explained in Lesson X. This meeting may be restricted to certain persons to whom written invitations are sent, or it may be open to the interested public, in which case the call is usually published. Both forms are given below. The public call may be signed, although signatures are not essential.

Personal Call. —

232 Riverside Drive
New York City
December 26, 1925

Mr. Harlan A. Young
Ridgefield, New York.

My dear Mr. Young:

You are cordially invited to attend a meeting at the Waldorf Hotel on Friday evening at eight o'clock in room 310.

The purpose of this meeting is to discuss plans for the formation of a dramatic club.

Yours very truly,
Francis Howard.

Public Call. —

Notice is hereby given that a meeting of all persons interested in the improvement of our city will be held on September 3, 1925, at eight p.m., in the City Hall, for the purpose of organizing an Ogden Chamber of Commerce.

Oath of Office

The oath of office is administered by the retiring president, or, in case of a newly formed organization, by the temporary chairman. It is repeated with the right hand uplifted. The form closely resembles the oath of office taken by the President of the United States, and is as follows:

"I do solemnly swear (or affirm) that I will faithfully execute the duties of the office of (give the name of office) of the (name of organization) and will to the best of my ability safeguard the interests of the organization."

If all the officers are installed at the same time, the oath may be repeated together. In this case the words "my office" are substituted for the name of the office in the model form.

Another form for oath of office that is participated in by both the retiring president and the newly elected officers follows:

By the presiding officer:

"Raise your right hand. Do you solemnly swear (or affirm) to execute faithfully the duties of the office of (give the name of office), and to do all in your power to promote the best interests of this organization?"

By the newly elected officer:

"I do."

Minutes

The regular business meeting of the Bay City Improvement Association was called to order at 2:05 P.M. on January 15, 1923, in the Red Room of the Fairmont Hotel, by the President, Nicholas Holst. Following the roll call, the minutes of the previous meeting held on January 7, 1923, were read. Mr. Chamberlain called the attention of the assembly to the fact that the motion attributed to Mr. R. E. Jordan was proposed by Mr. E. R. Richards. After this correction had been made, the minutes were declared approved.

The following report was given by Miss Adella Mallary, chairman of the committee for the investigation of the advisability of muzzling dogs. (The original report as submitted by Miss Mallary should be pasted in at this point or filed on a separate page to which the reader should be referred.) A motion to accept this report was carried, and consideration of the appended resolutions was postponed until the following meeting.

There was no unfinished business.

It was moved by Miss Mabel Harris, seconded, and carried, that one hundred and fifty (150) dollars be appropriated to start a fund for a circulating library for the benefit of the members of the Bay City Improvement Association.

Mr. G. W. Smelser moved, and the motion was seconded, that a committee on City Parks be appointed. This motion was postponed indefinitely.

It was moved by Mr. C. A. Wells and seconded that a special meeting be held on January 29 for the purpose of considering the increased tax rate. It was moved, seconded, and carried that the vote on this question be taken by "Yeas" and "Nays." The results were as follows:

Roll	*Yeas*	*Nays*	*Absent*
Almstedt, F. E.	1		
Bartlett, F. J.		1	
Charters, Mrs. Ruth	2		
Crowe, Miss Mae		2	
Hill, A. R.		3	
Small, Miss Pearl			1
West, C. T.			
Other members	29	78	
Totals	32	84	1

The motion was lost.

It was moved by J. C. Jones and seconded that a new gavel be purchased for the chairman. A division was called for on the vote. The result stood: affirmative 39, negative 32. The motion was carried.

It was moved by Mr. A. F. Southwick that twenty (20) dollars be appropriated for a new pennant for the clubhouse. This motion was lost for the want of a second.

Senator Stevens addressed the meeting for half an hour on "The New Currency Law." He was accorded a vote of thanks.

The meeting adjourned at 3:10 P.M.

Respectfully submitted,
FRED YALE, *Secretary*

Approved by vote of the Bay Cities Improvement Association, February 16, 1923.

FRED YALE, *Secretary*

CONSTITUTION AND BY-LAWS FOR A CHAMBER OF COMMERCE

CONSTITUTION

PREAMBLE

For the purpose of promoting the civic, commercial, and industrial interests of our city, both at home and abroad; of preserving and of distributing statistics and information of value along these lines; and of acting as representatives for our city when state and national issues are to be decided, we do hereby form ourselves into the Dover Chamber of Commerce. We agree further that in the pursuit of these purposes, this organization shall be nonsectarian, nonsectional, and nonpartisan, and that it shall lend neither support nor influence to any candidate for office.

ARTICLE I

Name

The name of this organization shall be the Dover Chamber of Commerce.

ARTICLE II

Membership

Section 1. Active membership in this organization shall be open to all citizens who are interested in the civic or industrial progress of this city.

Section 2. Honorary membership may be conferred upon men of distinction according to the process detailed in the By-laws.

Article III

Officers

The officers of this organization shall be a president, a first and a second vice president, a secretary, and a treasurer. These officers shall hold office for one year.

Article IV

Board of Directors

The government and direction of this organization, and the control of its property, shall be vested in a board of fifteen directors.

Article V

Meetings

Section 1. The annual meeting of the organization shall be held on the third Tuesday in January of each year.

Section 2. The board of directors shall have power to fix the date of regular meetings; at least one regular meeting shall be held every three months.

Section 3. Special meetings of the Chamber of Commerce or of the board of directors shall be called whenever deemed advisable by the board of directors or upon the written request of ten members of this organization.

Article VI

Amendments

This constitution may be amended at any regular or special meeting of this organization by a three-fourths vote of those voting, provided the proposed amendment shall have been approved by the board of directors, posted on the bulletin board at least ten days prior to the time of voting, and mailed by the secretary to each member not less than ten days prior to the time of voting.

BY-LAWS

Membership

Section 1. Active membership shall be attained in the following manner: A candidate shall present a written application to the

board of directors at least ten days prior to the time of voting upon his name; notice of the candidate's application shall be mailed by the secretary to each member of the board not less than ten days prior to the time of voting. At each regular meeting of the board of directors the names of all candidates for membership shall be read and voted upon.

Section 2. Honorary membership shall be conferred in the following manner: A proposal to confer such membership may be made in writing to the membership committee, and unless opposed by more than one member of the committee the name of the proposed member shall be submitted to the board of directors together with a statement of the reasons for conferring honorary membership. Unless opposed by more than two negative votes from the board of directors, announcement of approval of the candidate shall be posted on the bulletin board for ten days. All objections from members must be made to the board within this time. All such elections shall be announced at the next regular meeting of this organization.

Section 3. Honorary members shall be exempt from payment of dues, but shall enjoy all membership privileges except those of voting and of holding office.

Section 4. The annual dues of this organization shall be fifty (50) dollars, payable on the first day of February. Members elected during the fiscal year shall pay pro rata for the time intervening between the date of election and the first day of February.

Section 5. If a member is delinquent for three months, written notice shall be sent him by the treasurer and his name shall be posted on the bulletin board for a period of ten days. If at the end of this time he still remains delinquent, the directors may declare his membership forfeited.

Officers

Section 6. The president shall be ex-officio member of all committees.

Section 7. The secretary shall be a paid official who shall receive a salary to be determined by the board of directors. He shall conduct all official correspondence, preserve all records and communications, and record the proceedings of this organization, of the board of directors, and of all committees. He shall perform all duties as-

signed by the board of directors, shall act as an ex-officio member of all committees, and shall appoint, dismiss, and supervise all employees. He must give bond, the amount of which the directors shall determine.

Section 8. The treasurer shall give bond in such sum as the board may determine.

The Board of Directors

Section 9. Within three days following the election of the board of directors, they shall elect from their own number a president, a first and a second vice president, and a treasurer. They shall also elect a secretary who upon election automatically becomes a non-voting member of the board and shall receive a salary to be fixed by the board. The president of the organization shall serve as president of the board of directors. The board of directors shall have power to fill all vacancies on the board, to adopt rules for the conduct of the business of the organization, and to take any action necessary for the governing and direction of this organization or the control of its property. At the annual meeting the executive secretary shall submit a full report of all actions and decisions.

Resignations

Section 10. Resignations shall be presented in writing to the board of directors. A resignation, however, shall not release the member from the dues for the fiscal year already entered upon.

Expulsion

Section 11. Any member may be expelled by a two-thirds vote of the entire board of directors at a meeting called for this purpose, provided the member shall have been notified of this proposed expulsion. He shall be allowed a personal hearing before the board, but not the right of representation by professional counsels.

Committees

Section 12. The president shall appoint all committees, subject to approval by the board of directors. An executive committee composed of five members shall transact all routine business, shall act for

the board in the interim between meetings, shall order disbursements for the necessary expenses, and shall fix the salaries for all appointive employees. He shall submit to the board of directors for confirmation reports of all of his actions.

Section 13. At a meeting immediately preceding the annual meeting the president shall appoint, subject to the approval of the members of this organization, an auditing committee, none of whom shall be members of the board of directors. This committee shall audit all accounts of the treasurer, of the secretary, of all committees and of the board of directors. It shall report to the organization at the annual meeting.

Elections

Section 14. The board of directors shall be elected annually on the first Tuesday in January. At the last regular meeting prior to the annual election, members of the nominating committee shall be nominated from the floor and voted upon by ballot. The five receiving the highest number of votes are elected. A special notice of this meeting shall be sent to each member.

Section 15. The nominating committee shall prepare a list of twenty-eight candidates that shall be posted; a copy shall be printed and mailed to each member at least six days prior to the election. Any twenty-five members may nominate a board of directors, by posting the list on the bulletin board over their signatures at least three days prior to the election.

Section 16. Members may vote by ballot for any fourteen of any of the twenty-eight candidates listed. The fourteen receiving the highest number of votes shall constitute the board of directors for the ensuing year.

Section 17. At the last regular meeting prior to the annual election the president shall appoint a committee of five tellers who are not members of the board of directors or candidates for that position. These five shall have charge of the election.

Disbursements

Section 18. All disbursements must be made by check, must be ordered and approved by the executive committee and board of directors, and must be signed by the secretary or president. No ap-

propriation of money nor property shall be made except by unanimous vote of the directors or by a four-fifths vote of the members present at any regular meeting of this organization.

Parliamentary Authority

Section 19. All meetings of this organization shall be governed by parliamentary law as set forth in (insert name of book).

Subsidiary Organization

Section 20. Any number of members who desire to promote a special industry, trade, or profession may form a board, section, exchange, or association by presenting to the board of directors a petition signed by ten members. If approved, the secretary shall call a meeting of all members likely to be interested; if two-thirds of those who respond favor the formation of such a subsidiary organization, the board of directors shall issue a certificate of organization signed by the president and secretary, and bearing the seal of the organization. Each subsidiary organization may adopt any rules that it desires for the governing of its members, provided such rules do not conflict with those of the organization as a whole.

Section 21. Any subsidiary organization may be dissolved by the board of directors upon a petition of two-thirds of the members of such subsidiary organization, or for any action contrary to the regulations of this organization.

Section 22. Subsidiary organizations shall submit a full report annually to the board of directors.

Quorum

Section 23. One-tenth of the members of this organization shall constitute a quorum at any regular or special meeting.

Amendments

Section 24. These by-laws may be amended by a two-thirds vote at any meeting of the organization, provided notice of the proposed amendment shall have received the approval of the board of directors, shall have been posted on the bulletin board, and shall have been mailed by the secretary to each member not less than ten days prior to the time of voting.

STANDING RULES

1. No member shall be permitted to speak more than three times, nor longer than ten minutes at one time on a single question.
2. No one except a member shall address this organization except upon invitation of the board of directors.
3. All resolutions must be presented in writing.

CONSTITUTION AND BY-LAWS FOR A SCHOOL ORGANIZATION

CONSTITUTION

PREAMBLE

For the promotion of interest in public speaking and debating, for the cultivation of ability in these subjects, for the fostering of school pride in intellectual pursuits, and for the promotion of fellowship among its members, this organization hereby submits itself to be governed by the following constitution:

ARTICLE I

Name

The name of this organization shall be "The Forum."

ARTICLE II

Membership

Section 1. Active membership in this organization shall be limited to juniors and seniors of the Washington High School who are able to comply with the entrance requirements, and who shall be elected by a four-fifths vote of the members voting at any regular meeting.

Section 2. Associate membership in this organization shall be limited to all graduates or former students of the Washington High School who at the time of leaving school were members in good standing of this organization.

Section 3. Honorary membership shall be limited to persons conspicuous for their attainments in the field of literature or oratory

who may be elected at any meeting by a three-fourths vote of the total active membership of the organization.

Article III

Officers

The officers of this organization shall consist of a president, a vice president, a secretary, a treasurer, a sergeant-at-arms, and a parliamentarian who shall be elected at the last meeting of each semester.

Article IV

Executive Committee

An executive committee, consisting of the president and the secretary of this organization and of three elected members, shall be chosen at the time of electing the regular officers.

Article V

Meetings

Section 1. Regular meetings of this organization shall be held in the high school auditorium on Tuesday evening of each week during the school year.

Section 2. Special meetings may be called at any time by the president, and must be called by him upon the written request of ten members.

Article VI

Amendment

This constitution may be amended by a three-fourths vote of the total active membership of this organization, provided that notice has been given at the regular meeting preceding the meeting at which the amendment is to be voted upon.

BY-LAWS

Membership

Section 1. Regular members shall be admitted to this organization at the first and second meetings only, of each semester.

Section 2. All candidates for membership entering after the "charter" meeting must pass a "try-out" consisting of a two-

minute talk before the membership committee, after which the names of the successful candidates shall be voted upon by the society. Five adverse votes shall bar a candidate from membership.

Dues

Section 3. The dues of this organization shall be fifty (50) cents per semester to be paid not later than the second meeting of each semester.

Section 4. Any member failing to pay his dues by the third meeting of each semester shall be notified in writing by the secretary of his delinquency. If the dues are not paid by the next meeting, he shall be automatically dropped from membership.

Section 5. Special assessments may be levied at any time by a two-thirds ballot vote of the members present at any regular meeting.

Officers

Section 6. The officers of this organization shall be elected at the first meeting of each school term. They shall be nominated from the floor and voted upon by ballot. A majority vote shall be necessary to elect. If, on the second ballot, no candidate receives a majority vote, the two highest candidates only shall be voted upon by a third ballot.

Section 7. No officer shall succeed himself directly, but may become a candidate for another office.

Committees

Section 8. The following committees shall be appointed by the president at the second meeting of each semester:

1. A Program Committee, consisting of three members.
2. A Membership Committee, consisting of five members.
3. A Social Committee, consisting of five members.

Section 9. The Executive Committee shall meet at the call of the chairman, who shall be elected by the committee.

Section 10. The Executive Committee may transact, without referring to the body for vote, all business that does not involve a financial expenditure in excess of one dollar ($1.00).

Section 11. The Executive Committee shall report all of its transactions to the organization at each meeting.

Parliamentary Authority

Section 12. All meetings of this organization shall be conducted according to parliamentary law as set forth in (insert name of book).

Quorum

One-fifth of the active members of this organization shall constitute a quorum for the transaction of business.

Amendments

Section 13. These by-laws may be amended at any regular meeting by a two-thirds vote of the members voting, provided that notice of the proposed amendment shall have been given at the meeting previous to the meeting at which the amendment is to be voted upon.

STANDING RULES

1. Any member failing to prepare the work assigned to him for a particular meeting shall be fined fifty (50) cents.
2. Any member who absents himself from a meeting of this organization without having previously presented a good excuse to the secretary for so doing shall be fined twenty-five (25) cents.

Forms Used by the Secretary

Notification of Meetings. — All notifications of meetings should be sent by the secretary at the time, in the manner, and in the form directed in the constitution and by-laws. When an organization is incorporated every specification of the charter and of the state statutes in regard to the notification of members must be observed. Neglect to notify even one member of a meeting of a corporation invalidates the transactions of that meeting. Likewise, in other organizations, the provisions governing notification of meetings must be strictly complied with. The forms of notification follow:

Regular Meetings. —

January 5, 1924

You are hereby notified that a regular (annual, or adjourned, etc.) meeting of the Drama League will be held on Wednesday, February 1, 1924, at 3 P.M., in the school auditorium.

GRACELLA MOORE
Secretary

October 14, 1922

Special Meetings. —

To the Members of the Students' Guild of
St. Mark's Episcopal Church:

You are hereby notified that a special meeting of the Guild has been called for Friday evening, October 24, at 8 P.M., in the Guild Room. The following questions will be presented for consideration:

1. The proposed appropriation of $50 toward a new carpet for the Parish House.
2. The proposal to assume the responsibility of conducting an open reception to welcome Bishop Eugene.
3. The advisability of undertaking to provide flowers for the Easter services.

At the conclusion of the business meeting there will be a social hour.

FLORENCE HALLIDAY
Secretary

Notification of Election to Membership. — It is customary for the secretary of an organization to advise a newly chosen member of his election to membership. A copy of the constitution and by-laws should be enclosed with the notification, since they contain the requirements to be fulfilled by the newly elected member, such as, signing the constitution, if the constitution so requires, paying initiation fees, or any other requirements that the organization may have prescribed. These documents are valuable to the prospective

member also, because they give him a clear idea of the organization of which he is to become a member.

If the person is elected to regular membership, no reply is necessary other than immediate compliance with all membership requirements. If, however, one is elected to honorary membership, a note thanking the organization for the courtesy and the honor should be sent to the secretary. The model for such a note is found on page 220.

To Regular Membership. —

PORTLAND, MAINE
January 5, 1925

Dr. E. K. Carson,
653 Thompson Street,
Portland, Maine.

MY DEAR DR. CARSON:

As secretary of the Portland Chamber of Commerce, I take great pleasure in informing you of your election to regular membership in this organization.

The requirements with which members must comply are stated in the constitution and by-laws, which have been mailed to you under separate cover.

Very truly yours,
GEORGE ANTHONY
Secretary

To Honorary Membership. —

NEW ORLEANS, LOUISIANA
December 1, 1925

Dr. Frederic Loomis,
New Orleans, Louisiana

MY DEAR DR. LOOMIS:

As secretary of the New Orleans Country Club, I have the pleasure of advising you that you have been elected an honorary life member of this organization.

The members of the club take this means of expressing their great

appreciation for the generous support accorded the organization by you in donating the site for our clubhouse.

The members hope that you will often take advantage of your membership, and that they may frequently have the pleasure of your presence at the clubhouse.

Respectfully yours,
ERWIN SEERLEY
Secretary

Acceptance of Resignations. —

BOONE, IOWA
May 16, 1923

DEAR MR. BUFTON:

As secretary of the Olympic Club, I am authorized to advise you that your resignation from this club has been accepted.

It is with sincere regret that the club learns that business obligations will necessitate a change of your residence to the Hawaiian Islands, for you have always been one of our most loyal and enthusiastic members.

Sincerely yours,
CLIFFORD LAMB
Secretary

Credentials. — Credentials should be issued to all delegates or representatives of an organization by the secretary of the organization that they represent. These credentials must be signed by the president and the secretary of the organization, and should contain the following facts:

1. Date on which delegate was selected.
2. Name of the organization that the delegate represents.
3. Name, date, and place of meeting of the assembly that he is to attend.
4. Name of delegate.
5. Name of the alternate; that is, the member who will serve in case the delegate is unable to attend.

Signed, (Name), *President*
(Name), *Secretary*

If no uniform credential blanks are furnished by the committee having the convention in charge, the secretary of each organization provides the delegates of that organization with credentials similar to the following:

At the regular meeting of the Chicago Civic Center held at Chicago, in the state of Illinois, on the twenty-ninth day of October, A.D. 1925, the persons listed below were elected as delegates to represent the Chicago Civic Center at the National Convention of all Civic organizations to be held at St. Louis, Missouri, on the second day of December A.D. 1925, and are entitled to sit in the said convention.

DELEGATES

Hartley Greene Harriet Shepard

ALTERNATES

Marvin Bell Eva Johnson

Signed, ALBERT E. CARTER, *President*
COURTNEY WILEY, *Secretary*

In order that there may be uniformity it is customary for the committee in charge of the convention to send to each organization a credential blank similar to the following:

Credential Blank of the Convention of the American Association of University Women to be held in the auditorium of the Century Club, San Francisco, California, from September 1, 1925, to September 8, 1925

DATE OF SELECTION OF DELEGATES.....
NAME OF BRANCH.....
NAMES OF DELEGATES.....
.....
.....
NAMES OF ALTERNATES.....
.....
.....

Forms Used by Members

Acceptance of Honorary Membership. —

New Orleans, Louisiana
December 1, 1925

To the Members of the New Orleans Country Club:

I wish to express my sincere appreciation of the honor and pleasure that you have accorded me in electing me to honorary membership in your club. I assure you of my hearty coöperation in any work the club undertakes. May the Country Club of New Orleans continue in the success that has attended it thus far.

Sincerely yours,
Arthur Ridge

Resignations. — Resignations are presented in writing and are given or sent to the secretary of the organization. They are read at the beginning of new business. If a number of resignations are presented at one time, the organization votes upon each separately. If a person is resigning from membership in an organization or from an elective office, his resignation is addressed to the members of the society as a whole; but, if one is resigning from an appointive office, such as the chairmanship of a committee, his resignation is addressed to the officer who made the appointment. There is no iron-clad form in which a resignation must be couched, but the following forms are suggested:

2235 Blackstone Avenue
Chicago, Illinois
January 25, 1923

To the Members of the Civic Center:

A change of residence makes it impossible for me to attend the meetings of the Civic Center. With every hope for the progress and prosperity of the organization, I hereby submit my resignation, to take effect upon ratification by you.

Sincerely yours,
Lucy Marsh

798 Maryland Place
Columbia, Nebraska
February 15, 1926

To the Members of the Student Body of the Polytechnic High School:

Believing that, in view of recent events in our organization, a new president would be more truly representative than myself, I hereby tender my resignation as president of the Student Body of the Polytechnic High School, to take effect on February 20, 1926.

Respectfully submitted,
Virgil C. Brough

8005 Prospect Drive
City of New York
October 28, 1924

To the Members of the Senior Debating Club, Lincoln High School:

I hereby tender my resignation from the Senior Debating Club of the Lincoln High School, to take effect on November 5, 1924.

Yours very truly,
Harold Hyde

2002 Pacific Avenue
Minneapolis, Minnesota
December 2, 1925

To the President of the Minneapolis Symphony League:

My dear Mr. Gustlin:

Ill health renders me incapable of performing my duties as chairman of the program committee. It is with deep regret and with a sincere appreciation of the office to which you have appointed me that I ask you to accept my resignation from the chairmanship of the program committee of the Minneapolis Symphony League.

Sincerely yours,
Francis Church

Reports of Officers

The purposes of the reports of officers and the reports of committees are so different that a corresponding difference in the wording and the construction of each has resulted. A report of a committee is a statement of the results of an investigation, usually with resolutions appended that require definite action. The aim of an officer's report, unless it be statistical, as a treasurer's report or a secretary's report, is to point out faults, to express appreciation for work done, and to inspire the members of the organization to further efforts. Consequently, the report of the president, in particular, cannot be framed in as concise and formal a manner as that which characterizes the report of a committee. This statement does not mean, however, that the report should be either lengthy or filled with meaningless observations and quotations. The report should be clear and dignified and no longer than is necessary, yet not so formal as to fail in its aim — the expression of encouragement and appreciation.

President's Report. —

January 10, 1926

To the Members of the Athletic Club of Columbus, Ohio:

Progress has been the keynote of the year. The financial condition of the club is the best in its history; first, the debt on the clubhouse has been raised; secondly, the reserve fund in the bank has been increased two hundred dollars; and thirdly, the entire first floor has been refurnished, so that now the clubhouse is a source of pride to every member. The membership has grown from two hundred and sixty-seven to three hundred and twenty-five members.

Both experience and observation served to crystallize the growing conviction that the time had come for the Athletic Club to increase the atmosphere of home in its clubhouse, thus making the clubhouse of more use to members and their families. To this end the parlors, the billiard room, and the dining room have been fitted up, so that

now the clubhouse is an ideal place for holding entertainments of every kind. Each member should give this feature his heartfelt support. Cordial invitation is extended to all members to avail themselves of the privileges offered. The reading rooms on the second floor have been made attractive and cosy, and the swimming pool has been lengthened twenty feet. A schedule has been arranged whereby the use of the building is reserved to women members on Tuesday, Friday, and Saturday afternoons.

To accomplish all these improvements, the initiation fee for both resident and nonresident members has been increased three dollars, and the dues of the regular members have been increased five dollars. This increase, however, has made it possible for the club to carry out all of its plans without levying any assessments, a condition that we trust may continue to exist.

As president, I desire to express publicly my sincere appreciation to the board of directors and to the secretary for the kindly, courteous, and hearty support they have given me throughout the year.

We are closing this year with an improved club building, the largest membership in our history, and a keen interest which bespeaks success for the coming year.

Respectfully submitted,
GEORGE E. ZIMBLEMAN
President

Treasurer's Report. — The requisite of a treasurer's report is clearness. The more brief and definite the form can be made and still account for every cent of money, the more useful the report. In most organizations money cannot be paid out by the treasurer without a requisition or warrant signed by the president or the secretary, or both. The requisition is a protection to the treasurer and should be kept by him together with the receipt for the money paid out. These small papers cannot be fastened to the regular report, but each item in the report should be numbered so that the warrants and receipts can be correspondingly numbered and filed in order.

A report similar to the one following is the report of totals

that the treasurer reads to the organization, while the detailed report is submitted to the auditing committee.

January 4, 1925

As treasurer of the University Club of Pittsburgh, Pennsylvania, I beg leave to submit the following report covering receipts and expenditures from January 1, 1924, to January 1, 1925.

RECEIPTS

January 1, 1924, to January 1, 1925

Balance on hand January 1, 1925		$350.97
Dues for 1924–1925	$2,000.00	
Initiation Fees	473.67	
Board and Room	6,000.00	
Dinner Receipts	600.00	
Swimming Pool	565.69	9,639.36
Total		$9,990.33

DISBURSEMENTS

January 1, 1924, to January 1, 1925

House Expenses	$5,375.83	
Furniture	2,000.00	
Entertainments	783.90	
Enlarging Swimming Pool	590.00	
Donations to Aid Fund	450.00	
Taxes	300.00	$9,499.73
Credit Balance January 1, 1925		490.60

Respectfully submitted,
B. E. OLIVER, *Treasurer*

Auditor's or Auditing Committee's Report. —

January 1, 1925

We, the auditing committee of the University Club of Pittsburgh, do hereby testify that we have carefully investigated the re-

ports and vouchers of the treasurer, B. E. Oliver, and have found them correct in every detail.

The balance on hand at the present time is Four Hundred and Ninety Dollars and Sixty Cents ($490.60).

Respectfully submitted,
JOHN LIPPINCOTT
RALPH TAYLOR
WAYNE PARKER

REPORTS OF COMMITTEES

A report of a committee should always begin with a statement giving the name, purpose, and date of appointment of the committee, and should end with the phrase, "Respectfully submitted" together with the signature of all the members of the committee who agree to the contents of the report. By a vote of the committee a report may be signed by the chairman only, in which case the title, Chairman, follows his name. A report should contain merely a statement of work done or conclusions drawn from investigations. If the committee wishes to recommend the adoption of any resolutions concerning the subject of its report, it should append them to the report as a separate document.

If one or more members of a committee do not agree with the majority of the committee members, they are at liberty to present a Minority Report which expresses their views. This report is framed in the same form as the Report of the Committee, and should be signed by all concurring members of the committee.

Report of Special Committee. —

DES MOINES, IOWA
October 18, 1928

To the Des Moines Improvement Association:

The committee appointed October 11, 1928, to investigate the question of the muzzling of dogs in this city begs leave to submit the following report:

After consultation with the City Health Board, with the Pound Master, and with the City Council, we have arrived at the following conclusions:

1. That cases of rabies are constantly increasing in number.
2. That there is no method by which citizens may be protected other than the one proposed: namely, that all dogs be muzzled.
3. That an ordinance recommending the compulsory muzzling of all dogs would receive the unanimous support of the City Board of Health and the City Council.

Respectfully submitted,
JOSEPHINE HARTMAN
EUGENE THOMAS
ELMER STONE

Recommendations

The committee further recommends the adoption of the following resolutions:

1. *Resolved*, That this club heartily endorse the proposed measure compelling the muzzling of dogs.
2. *Resolved*, That the City Council be urged to take action upon this matter at its next meeting.

Respectfully submitted,
JOSEPHINE HARTMAN
EUGENE THOMAS
ELMER STONE

Minority Report. —

DES MOINES, IOWA
October 18, 1928

To the Des Moines Improvement Association:

A minority of the committee appointed to investigate the question of the muzzling of dogs in this city begs leave to submit the following report:

After consultation with the City Health Board, with the Pound Master, with the City Council, and with numerous physicians, we have arrived at the following conclusions:

1. That while the records of the past month show an increase in the number of deaths due to rabies, this situation is ab-

normal and will not continue. The month of September has been the warmest month of this year, and the temperature will show a rapid decline from this date.

2. That physicians are unanimous in declaring rabies to be a disease that is prevalent only during extremely warm weather.
3. That, since there will be no more warm weather this year, it would be unwise to force all owners of dogs to provide them with muzzles at the present time.
4. That if the spread of rabies becomes apparent next summer, it would then be the proper time to pass such an ordinance.

Respectfully submitted,
ADELLA MALLARY
ANDREW STAGNER

Recommendations

The minority of the committee further recommends the adoption of the following resolution:

Resolved, That this club take no action at the present time with regard to the matter of the muzzling of dogs.

Respectfully submitted,
ADELLA MALLARY
ANDREW STAGNER

Report of Executive Committee. —

LOS ANGELES, CALIFORNIA
June 5, 1923

To the Members of the Civic Club of Los Angeles:

The Executive Committee begs leave to submit the following report for the period beginning March 1, 1923, and ending June 1, 1923.

During this time the Executive Committee has attempted to accomplish two things:

1. To eliminate the unimportant matters that have come before it for consideration, in order to present to the society only matters that deserve further attention.
2. To initiate and promote plans that might prove of value to the society as a whole.

Action upon the following questions was recommended to the society by the Executive Committee:

1. The appointment of a moving picture committee that should take steps to encourage the presentation of the best films and to eliminate those of poor quality.
2. The appointment of a traffic committee that should investigate and render a report concerning the congestion of traffic on Broadway and Main Streets.
3. The increase of dues to fifteen (15) dollars per year.
4. The discontinuance of the weekly bulletin, and in the place of it the issuance of a monthly bulletin.
5. The revision of the constitution.

The Executive Board is pleased to record the fact that favorable action was taken upon all of the above measures.

The following speakers were secured by the Executive Board to address the meetings during the past four months: Arneson Woods, Leigh Elston, Harcourt King, Paul Russell, Albert Ross Kurtz, and Walter Miller.

Respectfully submitted,
HARRISON TOWNSEND
WILLIAM OTTO
EMILY TONDRO
LUCY MARSH
ADELAIDE SMITH
CHARLES BELANGEE
DONALD BATEMAN

Report of Nominating Committee. —

December 15, 1929

To the Student Body of the Havens High School:

The Nominating Committee appointed December 8, 1929, begs leave to submit the following report:

The committee has agreed upon the names of the following persons whom it recommends as candidates for the various offices.

Since the committee could not agree upon a candidate for the presidency of the board of directors, it has decided to recommend

two persons for that office, thus leaving the final choice to the organization.

Office	*Candidates*
President	Charles DeRome
First Vice President	Verna Overstreet
Second Vice President	Vernon Craig
Secretary	Harvey Craig
Treasurer	Richard Tondro
Sergeant-at-Arms	Clifton Randall
President of the Board of Directors	Claire Pierce Ernest Horton

Respectfully submitted,
WILLIAM C. CARRINGTON
WALTER W. THOMAS
MERVIN F. THOMPSON

Report of Tellers. —

REPORT OF THE TELLERS OF THE ART LEAGUE FOR ELECTION HELD DECEMBER 29, 1925

For Office of President:

Legal Votes

Number of legal votes cast	50
Number necessary for election	26
Mr. C. L. McFarland received	32
Mrs. J. W. Minard received	10
Mr. Thos. Reid received	8

Illegal Votes

Number of illegal votes cast	14
Mr. Edwin Kimball (ineligible) received	13
One ballot containing 3 votes for Mr. C. L. McFarland rejected as fraudulent	1

For Office of Secretary:

Legal Votes

Number of legal votes cast	54
Number necessary for election	28
Mrs. Arthur Beck received	45
Mrs. L. C. Churchill received	9

Illegal Votes

Number of illegal votes cast	1
Mr. J. C. Washburn (ineligible) received	1

Respectfully submitted,
STANLEY COLEGROVE
WILLARD WALCOTT
RAYMOND HOWARD
ELSIE EARL
BARBARA BEATTY

SOCIALIZED CLASSROOM RECITATION

The model here presented is typical of many recitations held in schools where English and civics classes are encouraged to conduct their own recitations. It could well serve as a model for any meeting that has been called primarily for the purpose of listening to a program. One mistake of many clubs and classes is that the members believe that while an observance of the rules of parliamentary law is essential during the conduct of a business meeting, it is unnecessary and burdensome to follow any rules when the meeting is devoted chiefly to a program. It is essential to the welfare of an organization or class that its program meetings be conducted with as much dignity and method as its business sessions are marked by order and precision. Any form similar to the following will serve to encourage order and dignity.

Chairman: "The meeting will come to order. As the major portion of our time this afternoon is to be devoted to our program,

the members are requested to present only business of great emergency. The secretary will read the minutes of our last meeting. [If the length of the program demands, the chairman may suggest that some member propose a motion to postpone the reading of the minutes until the next meeting. If it seems advisable to devote no time to business, and if the by-laws provide that on program days the order of business may be suspended, a member may move to suspend the rules concerning the order of business and proceed immediately with the program. In the absence of such a motion the regular order of business is followed, and after the reading of the minutes by the secretary the chairman would proceed regularly.] Are there any committee reports?"

Member: "I will read the report of the program committee regarding to-day's program:

Report

'The standing committee on programs begs leave to submit the following report:

'The committee has asked the following persons to give seven-minute talks on the various phases of the general subject, The Problem of Unemployment:

'Speakers: Talcott Williamson, Marjorie Bixbee, Donald Cronin, and Jessie Smith.

'Respectfully submitted,

'MARTIN SNAPE
'ARTHUR CALDWELL
'ELMER FRIDELL'"

The report is then adopted.

Chairman: "Is there any unfinished business? If not, is there any new business?"

Member: "I move that each speaker be allowed two minutes at the conclusion of his speech in which to answer any questions asked by members."

After the motion has been voted upon, the chairman proceeds with the program. He may request the chairman of the program committee, or some other member, to preside, or he may himself retain the chair.

Chairman: "The problem of unemployment is a subject to which all of us have given thought of late, because winter and economic conditions have left hundreds of residents of this city without jobs. The first speaker will present the economic side of the problem, taking as his subject, The Causes of Unemployment. Talcott Williamson."

A member — at the conclusion of Mr. Williamson's talk — "I rise to a parliamentary inquiry."

Chairman: "State your inquiry."

Member: "I should like to ask the speaker which of the four causes that he enumerated he considers the chief cause of unemployment."

Mr. Williamson: "Certainly, the last cause mentioned, I consider to be the chief cause."

Chairman: "If there are no further questions, we shall proceed with our program. Those who share the suffering caused by unemployment are often women and children who cannot endure continued hardships. The subject, The Dependents of the Unemployed, will be explained by Marjorie Bixbee."

After all speakers have concluded, the chairman asks, "Is there any further business?"

Member: "I move that a vote of thanks be extended to the speakers of the afternoon."

This motion is voted upon by a rising vote as an additional courtesy.

Chairman: "Are there any announcements, etc.?"

Member: "I move that we adjourn."

Typical Recitation Drill Based on Lessons I–V

Let the class imagine itself to be a debating society holding a business meeting. As the class has not studied Order of Business, it will start with new business. The motions used will be confined to those presented in Lessons III to V. Let the class select a chairman and a secretary.

Chairman (rising and striking the table once gently with the gavel):

"The meeting will please come to order. What is the business to come before this meeting?"

Miss Crocker (rising):

"Mr. Chairman."

Chairman:

"Miss Crocker."

Miss Crocker:

"I move that this club challenge the Senior Debating Team of the Manual Arts High School to a debate."

Miss Richards (without rising):

"I second the motion."

Chairman:

"It has been moved and seconded that this club challenge the Senior Debating Team of the Manual Arts High School to a debate. Is there any discussion?"

Miss Crocker (rising):

"Mr. Chairman."

Chairman:

"Miss Crocker."

Miss Crocker:

"The Manual Arts Debating Team has won more debates than our first team has this year and"

Mr. Moore (rising):

"Mr. Chairman, I rise to a point of order." (Miss Crocker is seated until point of order is decided.)

Chairman:

"State your point."

Mr. Moore:

"My point of order is that the treasurer is disturbing by trying to collect dues during the meeting."

Chairman:

"Your point of order is well taken. The treasurer will please defer the collecting of dues until the end of the meeting. Miss Crocker has the floor."

Miss Crocker (rising):

"Inasmuch as the Manual Arts Team has been so successful, it seems to me that we should challenge them if we expect to hold our prestige among the schools in this section."

Mr. Harte (rising):

"It doesn't seem to me that"

Chairman:

"Mr. Harte, you are out of order as you did not address the chair and have not been recognized."

Mr. Harte:

"I beg pardon, Mr. Chairman."

Chairman:

"Mr. Harte."

Mr. Harte:

"It seems to me that we should have at least six weeks' preparation before we challenge Manual Arts."

Miss Stevens (rising):

"Mr. Chairman."

Chairman:

"Miss Member."

Miss Stevens:

"I move to amend the motion by adding the words 'to be held on March twenty-eighth in the Civic Auditorium.'"

Mr. Lowell (without rising or addressing the chair):

"I second the motion."

Chairman:

"It has been moved and seconded to amend the motion by adding the words 'to be held on March twenty-eighth in the Civic Auditorium,' so that the motion if amended would read 'that we challenge the Senior Debating Team of Manual Arts High School to a debate to be held on March twenty-eighth in the Civic Auditorium.' Is there any discussion on the amendment?"

Mr. Fuller (rising):

"Mr. Chairman, I rise to a point of information."

Chairman:

"State your question."

Mr. Fuller:

"On what day of the week does March twenty-eighth fall?"

Chairman (speaking to Miss Shaw):

"Can you answer this question?"

Miss Shaw (rising):

"Mr. Chairman, the twenty-eighth of March comes on Saturday and therefore would be suitable for a school debate."

Chairman:

"If there is no further discussion on the amendment, we will now take the vote on it." (Chairman must stand when putting a motion to a vote. He will be guided by the size and formality of the assembly whether to stand or to be seated during the remainder of the time.)

Mr. Harte and *Mr. Merrell* (rising simultaneously):

"Mr. Chairman."

Chairman:

"Mr. Merrell."

Mr. Harte (rising):

"Mr. Chairman, I rise to a point of order."

Chairman:

"State your point."

Mr. Harte:

"My point of order is that I addressed the chair at exactly the same moment as the speaker; why was I not recognized?"

Chairman:

"It is always customary to recognize a member who has not spoken in preference to one who has already talked. You will be given the floor after Mr. Merrell."

Mr. Merrell (rising again):

"I move to amend the amendment by striking out the word 'Civic' and inserting in its place the word 'high-school.'"

Chairman:

"Is there a second to the motion?" (After waiting for a response) "The chair declares the motion lost for the want of a second."

Mr. Harte (rising):

"Mr. Chairman."

Chairman:

"Mr. Harte."

Mr. Harte:

"It seems to me that it would be much better for us as high school students to spend our time in learning to make speeches that we could use more frequently after we graduate than the speeches we prepare for debating. If we were to spend the time that it takes to prepare a debate in arranging a good benefit performance and then use the proceeds to get more books on public speaking for our library, it would be better. Another way to improve the library would be to"

Chairman:

"The chair rules that your discussion is out of order because you are not confining your remarks to the matter pending before the house which is the amendment to add to the main motion the

words 'to be held on March twenty-eighth in the Civic Auditorium.'"

Mr. Harte: (rising again):

"The chairman is quite mistaken. I was talking on the subject because"

Chairman:

"Pardon me, Mr. Harte, but no member is permitted to argue with the chairman concerning his decision on a point of order." (Later the students will learn the motion to use when a member feels that the chairman has erred in his ruling.) "Is there any further discussion on the amendment? If not, all those in favor of the amendment which is that the words 'to be held on March twenty-eighth in the Civic Auditorium' be added to the main motion say, 'Aye.' The amendment is carried."

Mr. Wilson (rising):

"Mr. Chairman, I rise to a point of order."

Chairman:

"State your point."

Mr. Wilson:

"My point of order is that the chair failed to call for the negative vote."

Chairman:

"Your point is well taken, and the chair stands corrected. All those in favor of the amendment say, 'Aye.' Those opposed, 'No.' The amendment is carried, and the motion as amended now reads 'that we challenge the Senior Debating Team of the Manual Arts High School to a debate to be held on March twenty-eighth in the Civic Auditorium.' Is there any discussion on the motion as amended? If not, all in favor of the motion say, 'Aye.' Those opposed, 'No.' The motion is carried, and we shall challenge the Senior Debating Team of Manual Arts High School to a debate to be held on March twenty-eighth in the Civic Auditorium."

Mr. Murray (rising):

"Mr. Chairman."

Chairman:

"Mr. Member."

Mr. Murray:

"I move that this club appropriate five dollars to buy a gavel for Mr. Carroll, our teacher advisor, made of oak by the courtesy of the Manual Training Department."

Mr. Stone (without rising):

"I second the motion."

Chairman (rephrasing the motion):

"It has been moved and seconded that this club appropriate five dollars to buy the material for an oak gavel that the Manual Training Department will make for us as a gift for Mr. Carroll, our teacher advisor. Is there any discussion?"

Miss Keyser (rising):

"Mr. Chairman."

Chairman:

"Miss Member."

Miss Keyser:

"It seems to me that everyone will unite in desiring to honor Mr. Carroll in some way, and the gavel seems a very suitable gift for our organization to present him."

Chairman:

"If there is no further discussion, all those in favor of the motion say, 'Aye.' Those opposed, 'No.' The motion is carried, and the organization will present Mr. Carroll with the gavel at the annual meeting."

Mr. Crawford (rising):

"Mr. Chairman."

Chairman:

"Mr. Member."

Mr. Crawford:

"I move that we do not send a representative to the debating conference this year."

Chairman:

"As a negative motion tends to confuse the members when voting, will you please state your motion affirmatively?"

Mr. Crawford:

"I move that we dispense with sending a representative to the debating conference this year."

Chairman:

"It has been moved and seconded that we dispense with sending a representative to the debating conference this year. Is there any discussion? If not, all those in favor of the motion say, 'Aye.' Those opposed, 'No.' The motion is carried, and we will not send a representative to the conference this year."

Mr. Harvey (rising):

"Mr. Chairman."

Chairman:

"Mr. Member."

Mr. Harvey:

"I move that we adjourn."

Mr. Marne:

"I second the motion."

Chairman:

"It has been moved and seconded to adjourn. All those in favor say, 'Aye.' Those opposed, 'No.' The motion is carried, and the meeting stands adjourned."

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF RULES GOVERNING THEM

KEY TO ABBREVIATIONS

In. — may interrupt a speaker
Ns. — does not require a second
Un. — undebatable
L. — limited as to debate
2/3 — requires a 2/3 vote for adoption

Privileged Motions. —	
1. To Fix Time to Which to Adjourn	L.
2. To Adjourn (Unqualified)	Un.
3. To Take a Recess	L.
4. To Rise to a Question of Privilege	In., Ns., Un.
5. To Call for Orders of the Day	In., Ns., Un.
Subsidiary Motions. —	
6. To Lay on, or Take from, the Table	Un.
7. To Call for the Previous Question	Un., 2/3.
8. To Limit, or Extend Limits, of Debate	L., 2/3.
9. To Postpone Definitely	L.
10. To Refer to a Committee	L.
11. To Amend	
12. To Postpone Indefinitely	
Main Motions. —	
13. (a) General Main Motion	
(b) Specific Main Motions	
To Take from the Table	Un.
To Reconsider	In.
To Reconsider and Have Entered on the Minutes	In., Un.
To Rescind	2/3.
To Expunge	2/3.
To Adopt a Resolution	
To Adjourn (Qualified)	
To Create Orders of the Day (Special)	2/3.
To Amend (Constitution, etc.)	2/3.
Incidental Motions. —	
To Suspend Rules	Un., 2/3.
To Withdraw a Motion	Ns., Un.
To Read Papers	Un.
To Object to Consideration	In., Ns., Un., 2/3.
To Rise to a Point of Order	In., Ns, Un.
To Rise to a Parliamentary Inquiry	In., Ns., Un.
To Appeal from the Decision of the Chair	In., L.
To Call for a Division of the House	In., Ns., Un.
To Call for a Division of a Question	Un.

Directions for the Use of the Chart of Precedence of Motions

Note. — The beginner in parliamentary law is advised to read the entire book before attempting to master any of the charts, but to those who have studied parliamentary law the tabulations of the rules governing motions will prove useful.

Significance of the Order of Motions. — The motions under the chart of precedence on p. 240 are arranged in the order of their precedence or rank, beginning with the motion to fix time to which to adjourn (No. 1), which has the highest rank, and ending with main motion (No. 13), which is lowest in rank.

The motions numbered 1 to 13 all have a definite order of precedence, but the *incidental motions have no order of precedence among themselves.* They may be proposed at any time and must be disposed of before any other motion except a privileged motion may be proposed for consideration. A detailed discussion of the precedence of motions is given in Lesson IX.

Significance of the Abbreviations. — The main motion, which is the basic motion of parliamentary procedure, is governed by certain rules, the most important of which are:

1. It cannot interrupt a speaker.
2. It requires a second.
3. It may be debated.
4. It requires a majority vote for its adoption.

These rules apply to many other motions, also. It has been found convenient in arranging the chart to note by a system of abbreviations the instances in which the rules governing each motion differ from those governing the main motion.

One may perceive at a glance, by turning to the chart, the rules governing each motion. For example, if the motion to limit debate is proposed, the chart shows this motion followed by two abbreviations, indicating that the rules governing it differ from those governing a main motion in two ways; first, *Un.* shows that it is undebatable, and second, *2/3* shows that it requires a two-thirds vote to carry. The absence of any further abbreviations shows that the other rules govering the motion to limit debate are the same as those governing a main motion.

CHART OF MOTIONS THAT MAY BE APPLIED TO EACH MOTION

Motions	Motions That may Be Applied to It
Privileged Motions:	
To Fix Time to Which to Adjourn	Amend ... Reconsider
To Adjourn	None
To Take a Recess	Amend
To Rise to a Question of Privilege	All
To Call for Orders of the Day	None
Subsidiary Motions:	
To Lay on the Table	None
To Call for the Previous Question	Reconsider
To Limit Debate	Amend ... Reconsider
To Postpone Definitely	Amend ... Limit Debate ... Previous Question ... Reconsider
To Refer to a Committee	Amend ... Limit Debate ... Previous Question ... Reconsider
To Amend	Amend ... Limit Debate ... Previous Question ... Reconsider
To Postpone Indefinitely	... Limit Debate ... Previous Question ... Reconsider[1]
Main Motions:	
(a) General Main Motion	All
(b) Specific Main Motions	
To Take from the Table	None
To Reconsider	... Limit Debate ... Previous Question
	Postpone Definitely ... Lay on the Table
To Reconsider, and Have Entered on the Minutes	None
To Rescind	All
To Expunge	All
To Adopt a Report	All
To Adjourn (Qualified)	All
To Create Orders of the Day (Special)	All
To Amend (Constitution)	All
Incidental Motions:[3]	
To Suspend Rules	None
To Withdraw a Motion	Reconsider[2]
To Read Papers	Reconsider
To Object to Consideration	Reconsider[2]
To Rise to a Point of Order	None
To Rise to a Parliamentary Inquiry	None
To Appeal from Decision of Chair	All except Amend
To Call for a Division of an Assembly	None
To Call for a Division of a Question	Amend

[1] Reconsider applies to an affirmative vote only. [2] Reconsider applies to a negative vote only.

[3] The incidental motions, as their name implies, ordinarily may be used in connection with any motion whenever the need arises. Three incidental motions, however, *object to consideration*, *division of a question*, and *withdrawal*, apply only to a main motion.

Explanation of Chart of Motions that May be Applied to Each Motion

Logic would enable a person to decide in most cases what motions could be applied to any pending motion. However, when a member wishes to modify or in some way dispose of a pending motion, he does not always have time to reason or to look through the discussions of the various motions to ascertain how to proceed. Consequently, the applicability of motions was omitted from the discussion of each motion and is concentrated in the chart on the opposite page.

Thus, for example, if the motion to postpone were pending and some one wished to change the time of postponement, by looking at the chart he is assured that the motion to postpone may be amended; therefore, he knows that he may move to amend the time of postponement.

CHART OF RENEWAL OF MOTIONS

Motions	How Renewable
Privileged Motions:	
Fix Time to Which to Adjourn	Not renewable for the same time at the same session
To Adjourn	Renewable after progress in debate
To Take a Recess	Renewable after some business has been transacted
To Rise to a Question of Privilege	Renewable after progress in debate
To Call for Orders of the Day	Renewable after pending business is disposed of
Subsidiary Motions:	
To Lay on the Table	Renewable after progress in debate
To Call for the Previous Question	Renewable after debate that makes the motion a new question
To Limit Debate	Renewable after debate that makes the motion a new question
To Postpone Definitely	Renewable after debate that makes the motion a new question
To Refer to a Committee	Renewable after debate that makes the motion a new question
To Amend	Not renewable at same session unless previously withdrawn
To Postpone Indefinitely	Not renewable at same session unless previously withdrawn
Main Motions:	
(a) General Main Motion	Not renewable at same session unless previously withdrawn
(b) Specific Main Motions	
To Take from the Table	Renewable after some business has been transacted
To Reconsider	Not renewable at same session unless previously withdrawn, or unless question to be reconsidered is materially changed by amendment
To Rescind	Not renewable at same session unless previously withdrawn
To Expunge	Not renewable at same session unless previously withdrawn
To Adopt a Report	Not renewable at same session
To Adjourn (Qualified)	Renewable after progress in debate
To Create Orders of the Day	Renewable after debate that makes motion a new question
Incidental Motions:	
To Suspend Rules	Not renewable for same purpose at same session unless by unanimous consent
To Withdraw a Motion	Renewable after progress in debate until vote is taken
To Read Papers	Not renewable at same session
To Object to Consideration	Not renewable
To Rise to a Point of Order	Not renewable
To Rise to a Parliamentary Inquiry	Not renewable
To Appeal from the Decision of the Chair	Not renewable at same session on same question
To Call for a Division of Assembly	Not renewable at same session on same question
To Call for a Division of a Question	Renewable after progress in debate

Explanation of Chart of Renewal of Motions

When a motion has been lost, the question frequently arises as to how soon it may be renewed (that is, proposed again). This chart answers in brief form this question concerning every motion.

When a motion has been carried, it remains in effect until it has been reconsidered, repealed, or expunged, and consequently it can never be renewed in the same form unless its effect has been terminated by one of these motions. Some parliamentarians allow a motion that has been carried to be renewed at any time after the day on which it was passed, but this practice is directly at variance with the principle of common law which holds that any action taken by the majority is in effect until definitely repealed by the majority. All national and state legislative bodies forbid the renewal in the same form of an act or bill already passed and require that some motion such as repeal be employed to effect any desired change. In conformity with this policy it seems best to follow the definite rule that no motion that has been carried may be renewed in the same form unless it has in effect been repealed.

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